

SUBJECT: Extended—Temporary exception process for shipping items to non-UM addresses

FROM: Tony Burger, Director of Financial Analysis and Procurement Services

DATE: August 30, 2021

*This memorandum was sent to U-M employees who make purchases on behalf of their unit.*

Due to the continued impact of COVID-19, Procurement Services is extending unit approval of shipping exceptions—until December 31, 2021— for delivery of items to non-UM addresses to support education, research, and remote work. While units should first arrange to have items shipped to a university location, that may not always be possible. In that instance, the following guidelines must be followed:

Approved buying methods for shipping to non-university addresses:

- M-marketsite should be used to deliver to non-university addresses through Procurement Services for CDWg and B&H catalogs only
- For small dollar and miscellaneous purchases, PCards (preferred) and personal credit card reimbursements are an allowable alternative. Please be aware that PCards still have a \$5,000 transaction limit

Procurement processes that remain unchanged by this policy:

- Any purchases of \$10,000 or more must follow the existing procurement process for competitive bidding
- ePro Requisitions cannot be used to ship to non-university addresses
- M-marketsite catalog orders cannot be used to ship to non-university addresses, except for CDWg and B&H, which are coordinated through Procurement Services
- Purchases of [restricted commodities](#) cannot be shipped to non-university addresses and must follow established procurement guidelines
- [Policies for purchasing with sponsored funds](#)

Please attach this message when submitting your expenses in Concur. In addition, units must maintain supporting documentation of all items shipped to home addresses. Units are responsible for monitoring activity through existing management reports:

- [MGMT Reports website](#) (including training + access info)
- [MGMT Report: Procurement Spend](#) (by PCard holder, Supplier, etc.)
- The SSC Statement of Activity (SOA) Team can help with error research and resolution if charges require additional information or correction ([SOAreconciliation@umich.edu](mailto:SOAreconciliation@umich.edu))

**Important:** Units are still responsible for reviewing, approving, and documenting all shipping exception requests under \$10,000 that are sent to a non-university address. Additional approval from Procurement Services will not be required for these purchases.

The extension of this policy exception will remain in place until December 31, 2021, after which it will be reviewed. If you have any questions, please contact 734-764-8212 option 2 or use the Travel & Expense General Inquiry [Eform](#).