



SUBJECT: Updated exception process for shipping items to non-UM addresses

Dear Colleagues:

This memorandum provided to U-M employees who make purchases on behalf of their units. Effective August 30, 2022, the temporary unit-level approval of shipping exceptions—resulting from the impact of COVID-19—for delivery of items to non-UM addresses has been updated.

Units must follow the [Procurement General Policies and Procedures \(SPG 507.01\)](#), which stipulates that “suppliers may only direct shipments to either a university address or other university-approved location” whenever possible.

Please note that the B&H Photo Video and CDW-G catalogs—within M-marketsite, U-M’s online catalog for a variety of suppliers and products—will no longer be available for shipping to non-university addresses.

For fully remote departments—and departments with employees who are not able to get to a U-M location—the procurement exception process for shipping to non-university addresses appears below:

- For infrequent, small dollar, and miscellaneous purchases, PCards (preferred) and personal credit card reimbursements are an allowable alternative. Please be aware that PCards have a \$5,000 transaction limit.
- For frequent purchases, exception requests should be sent to procurement.services@umich.edu for approval and purchasing options.

Please continue to attach this message when submitting your expenses in Concur. In addition, units must maintain supporting documentation of all items shipped to non-UM addresses.

Important: Units continue to be responsible for:

- Monitoring activity via the following 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.
- Reviewing, approving, and documenting all infrequent shipping exception requests under \$10,000 for shipments that are sent to a non-university address. Additional approval from Procurement Services will be required only for frequent purchases shipped to non-university addresses.
- For appropriate assets, filling out the [Request for Off Campus Use of University of Michigan Property](#) and sending the completed form to Property Control for asset tagging.



If you have any questions about the exception process for shipping to non-university addresses, please call (734) 764-8212 option 2, or [use the Travel & Expense General Inquiry Eform.](#)

Please feel free to forward this email to any colleagues who would benefit from this information.

Thank you,

Tony Burger

Director of Procurement Services

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