

**SOUTHEAST MISSOURI STATE UNIVERSITY**  
**ACCOUNTS PAYABLE OFFICE**

---

**Telework Supplies and Computer Equipment Purchases**

The Accounts Payable Department has released the following guidelines to employees related to expenditures for telework equipment and supplies.

Before any purchases are made, employees should discuss their needs with their supervisors and/or financial managers to assess the necessity of the purchases. If Executive Level approval is required, all requests must be routed through the supervisor/financial manager to the applicable Executive Level staff member.

All COVID-19 expenditures are being tracked. It is the responsibility of the financial managers to report this information to Sue Wilde, Budget Director. Please contact [swilde@semo.edu](mailto:swilde@semo.edu) for questions.

If possible, for tracking and efficiency, it is encouraged that all expenses are submitted on one Chrome River report (per employee) and include *Telework Expense* in the report name.

**Supplies \$50 or less in aggregate** (printer ink, cables, adapters, etc.)

- All telework supplies purchases totaling \$50 or less in aggregate require financial manager approval, whether purchased personally and/or with the University pcard.

**Supplies greater than \$50 in aggregate** (printer ink, cables, adapters, etc.)

- All telework supplies purchases totaling \$50 or more in aggregate require Executive Level approval, whether purchased through the requisition/PO process, personally, and/or with the University pcard. (Uploading email approvals with the applicable transactions in the Chrome River report is required.)

**Computer Equipment** (computers, printers, monitors, document cameras, etc.)

- All telework computer equipment purchases require Executive Level approval, whether purchased through the requisition/PO process, personally, and/or with the University pcard. (Sending/uploading email approvals with the applicable transactions is required.)
- Information Technology must approve the computer items to be purchased. Please contact [helpdesk@semo.edu](mailto:helpdesk@semo.edu).
- The Purchasing Department must approve the purchasing method, as many items may be on state contract. Please contact [purchasing@semo.edu](mailto:purchasing@semo.edu) for guidance on how to make the purchases
- **All equipment must be returned to the University at the end of the telework period.**
- General guidelines from Information Technology:
  - **Computers** - Information Technology has a limited number of laptop computers that can be borrowed or purchased. These are Dell Precision 3540 laptops with i5 processor, 8 GB of memory and a 512 GB SSD. The cost of each laptop is \$1,268. These laptops can be loaned out for Telework with approval from your Division Vice President.
  - **Printers** - Information Technology does not currently have any printers which can be borrowed for Telework. We recommend the following printers for home use.
    - HP M404dn LaserJet black and white printer - approximately \$200.
    - OfficeJet Pro 9015 All-in-One printer for both printing and scanning documents - approximately \$160.
    - OfficeJet Pro 9025 All-in-One printer for both printing and scanning documents (single pass two-sided scanning) - approximately \$230.