University of Michigan School of Nursing  
Policy for Purchase of Essential Supplies  
(effective while the essential purchases budget guidelines are in place that began in April 2020)

Guiding Principles

This policy provides the opportunity for faculty and staff to request essential work supplies during the essential purchases budget restraints. During this time the school will continue to scrutinize expenditures carefully and adhere to the university’s updated rules on what are allowable purchases. Requests for supplies must be approved by the supervisor and the departmental associate dean or chair. Supplies requested must be essential and a description of why they are considered essential should be provided. Requests for items that are of higher standard or price point than normally supplied at work will generally not be considered. Supplies received at home and supplied by the school are the property of the school and should be used only for official School of Nursing work. These items are to be brought to the workplace for use there upon the employee’s return to on-site work.

Faculty note: Faculty startup/research accounts are included in the non-essential directive. Purchases directly necessary for research are allowed. Discretionary funds may not be used to purchase non-essential items.

Examples of expenditures that should be minimized or eliminated include but are not limited to the following: consulting, travel, hosting, food and beverages, conferences, professional development, events, employee recognition, marketing and advertising, outside printing, subscriptions, prizes, gifts, awards, and supplies.

Process Steps for Ordering Essential Supplies:

1. Staff/faculty completes the “Request for Purchase of Supplies or Spending from Faculty-held Accounts” form. Requestor must provide all information on the form including a detailed description of the item to be purchased and an explanation of why the item is essential for current work.

2. Upon completing form, the requestor obtains approval of the purchase from their supervisor, the department’s associate dean or chair, and the project grant reconciler.

3. With these three approvals, email the completed form to SN-Finance@umich.edu and a finance team member will coordinate any final approvals and place the order.

4. Upon receipt of the order, verify the order for accuracy/completeness. Inform the finance team member of any discrepancies and email them a copy of the packing slip.

5. Once the requester returns to working on-site, the requester must return the unused supplies to the school.

8/3/2020