



SMITH COLLEGE

Office of the Provost/Dean of the Faculty

Smith College

Northampton, Massachusetts 01063

DATE: December 16, 2020
TO: All Current Faculty
cc: Academic Department Assistants

FROM: Michael Thurston, Provost & Dean of the Faculty
Bill Peterson, Associate Provost
Hélène Visentin, Associate Dean of the Faculty & Dean for Academic Development
Saari Greylock, Senior Academic Budget Manager

RE: Consumable Office Supplies for Remote Work, FY21

The remote working environment presents challenges to current faculty in accessing consumable office supplies necessary for critical academic and teaching continuity. Normally, when work is conducted on-campus, such supplies are readily available to faculty from departmental inventory. In the interest of flexibility and maintaining safety and productivity, the Office of the Provost & Dean of the Faculty, on the recommendation of the Committee on Faculty Compensation & Development (CFCD) and in consultation with Human Resources and Finance, provides the following guidelines for the exceptional procurement or reimbursement of supplies while working remotely. This is a temporary, one-time exception made to CFCD and other policies, due to extraordinary circumstances presented by COVID-19, and applies to the 2020-2021 fiscal year only.

Definition of Consumable Office Supplies: Pens, pencils, paperclips, paper, notebooks, post-it notes, index cards, and similar items customarily stocked for teaching faculty by the department academic administrative assistant in on-campus inventory. Normally, toner cartridges for printers beyond campus MFDs are not part of this inventory, but - exceptionally - current faculty working solely from home may purchase or request reimbursement for personal printer toner cartridges this year. Faculty who have requested and received permission to visit campus are not eligible for this exception and are expected to use building MFDs. Furniture and technology are not eligible under this policy. See the [Digital Support Site](#) for technology needs.

FY21 Total Purchase/Reimbursement Maximum: \$100 per person from all sources

Funding Sources:

- **Faculty Without Available Internal Grant Funding:** The department office supply budget line is the primary funding source for these items for current faculty not eligible for CFCD allocations or other internal grants. Faculty should submit purchase or reimbursement requests to the department chair and academic administrative assistant. For purchase requests, with the chair's approval, the admin will submit orders through the usual authorized campus vendors (WBMason, Amazon Business) for the requested materials, with delivery addresses changed to the faculty member's preferred non-campus address. For items procured prior to the issuance of this memo, but on or after July 1, 2020, faculty may submit reimbursement requests, coded to the department budget, directly through Workday.
- **Faculty With Available Internal Grant Funding:** CFCD and other internal grants are the primary funding sources for faculty with access to such funding. As above, faculty should submit purchase requests to the academic administrative assistant, providing the internal grant code (SD-XXXXX) to which the purchase should be charged. The admin will then submit orders through the usual authorized campus vendors (WBMason, Amazon Business) for requested materials, with delivery addresses changed to the faculty member's preferred non-campus address. Faculty may also submit reimbursement requests for eligible items purchased out-of-pocket on or after July 1, 2020, through the regular reimbursement process in Workday.

Questions? Contact Bill Peterson, Associate Provost, bpeterso@smith.edu, or Saari Greylock, Senior Academic Budget Manager, sgreylock@smith.edu. Thank you!