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| Purchasing Guidance for Academic Student Employee Remote Teaching Requests  |

The Graduate School of Education and School of Public Policy will provide items deemed reasonable for Academic Student Employees (ASEs) to conduct remote teaching. Please reference the attached notice to ASEs from UCR’s Employee and Labor Relations Department dated December 15, 2020.

Employees at UCR, represented and non-represented, are subject to departmental and UCR approvals for any items requested for reimbursement ***prior*** to purchase. The approved purchase would be a loan to the student, with a requirement that it be returned after the student is no longer employed for the term.

**Submitting Requests**

Please submit all requests to the Business Operations Team for review prior to purchase. The department will purchase items deemed reasonable. The department can directly purchase the requested item(s) and ship to the ASE’s residence.

Please submit requests online at <https://ucriverside.my.workfront.com/requests/new>.

1. In the Request Type, please select SPP/GSOE Requests.
2. Under the SPP/GSOE Requests drop-down, please select Request for Financial Services.
3. Under SPP GSOE Financial Services Request Type, select General Requests.
4. Please add or attach detail about the requested items, including Amazon links, Office Depot links, quotes, etc. Please also include your shipping address.
5. For the FAU, please use the following:
	* GSOE FAU: A01000-19900-40-QECVD-QEASE
	* SPP FAU: A01975-19900-40-DSCVD-DSASE

Please contact GSOE/SPP Business Operations Manager Alison Rodriguez at alison.rodriguez@ucr.edu with any questions about the purchasing process or Workfront.

**Remote Teaching Items**

Items needed for remote teaching may include but are not limited to:

* Information Technology: printer, toner, ink, computer supplies/accessories
* Office Supplies: printer paper, notebooks,
* Other: please describe item and business purpose in online request form

For all IT items, the GSOE/SPP IT Office will provide the ASE with an off-campus loan form to track the equipment and facilitate return of the items upon the end of the ASE’s position. If you are unsure if something is reimbursable, please do not hesitate to reach out to Alison Rodriguez at alison.rodriguez@ucr.edu with questions.

**Laptops and Hotspots**

Should an ASE need a laptop or hotspot to conduct their duties, loaners are being provided by UCR Information Technology Solutions (ITS). ITS can be reached at (951) 827-IT4U (4848). Information and links below:

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| ****Tech Support**** <https://keeplearning.ucr.edu/> | Browse the [**ITS Knowledge Base**](https://ucrsupport.service-now.com/ucr_portal/?id=knowledge) for **self-help articles** |
| Free [**Software for Students**](https://its.ucr.edu/service-catalog/available-software) | Apply for a[**loaner laptop**](https://ucriverside.az1.qualtrics.com/jfe/form/SV_37OgS0CcyNJDwH3) or WiFi hotspot |
| Online **tech support** [**ticket**](https://ucrsupport.service-now.com/ucr_portal/?id=sc_cat_item&sys_id=d10c39ee0f348300138942bce1050e8b) **system** |  |

**Policy Reference**

UC Riverside is a public institution that must comply with standard policies and procedures. For detailed information, please refer to the UCR Procurement Services website: <http://procurement.ucr.edu/> or <https://fboapps.ucr.edu/policies/>.