



Quick

Reference

Guide

COVID-19 Purchases



In This Guide

- ✓ Assigning Requisitions as COVID-19 Purchases

This guide demonstrates how to assign a requisition as a COVID-19 purchase. Some supply and equipment purchases should be coded as COVID-19 if the purchase is a direct result of COVID-19. Two specific codes will be utilized to differentiate between “Non-Research” and “Research Specific” purchases. The code assignments will be as follows:

Non-Research Purchases—COV_19

Research Specific Purchases—COV_R

Procedure

1. Within the “**General**” section of the **BUY-U** Requisition an editable field is available. The field is named “**EMERGENCY COVID-19 FIELD**”. A reminder warning will appear in the Requisition warning section if the field is not populated. The field **IS NOT REQUIRED** in order to submit the Requisition.

2. Click on the “**EDIT**” box in the top right corner of the “**General**” section and populate the text box with the appropriate COVID-19 code for this purchase if applicable and **CLICK SAVE**. Submit the Requisition normally.

NOTE: ALL PURCHASE ORDERS WILL BE STOPPED IN PURCHASE ORDER WORKFLOW FOR MANUAL REVIEW