Ship to Home Guidance

If your department/division has been identified by the Provost as a critical location (list can be found here) there is no need to ship items to your home. Order items as usual and they will be delivered to the regular campus location.

Having orders shipped to your home is allowable provided the items are critical and are required to support virtual learning or remote work. If you are not on campus due to COVID-19 and your office is on the critical locations list; you can have critical items shipped to your home provided you follow the guidelines listed below.

- This process is not to be used for previously purchased goods or services.
- You can provide a written justification that the items were critical and required to support virtual learning or working remotely.
- The order can be placed with a University P-Card.
- You understand that you MUST provide an original receipt.
- You cannot purchase personal or other unauthorized items with the University P-Card.
- You understand that you cannot place orders without a University P-Card.
- You will not be reimbursed for items purchased using personal funds or credit cards.

In all cases, University purchases establish Clemson University's ownership of the goods purchased. Those goods must be consumed for University purposes and/or returned to the University for Further Use.

PCARD Policy

Cardholder will:

Within 24 hours of delivery of goods, submit via email to department liaison and business officer a written justification for items shipped to their home that the items were critical and required to support virtual learning or working remotely;

Upon return to normal business operations submit original supplier receipt/packing slip and/or charge slip along with a written justification for items shipped to their home that the items were critical and required to support virtual learning or working remotely;

For more information on Clemson’s PCard Policy and Amazon Business, follow the links below:

https://www.clemson.edu/procurement/faculty-staff/policies/

https://www.clemson.edu/procurement/documents/pcard/Amazon%20Business%20FAQ.pdf
Below you will find a Sample copy of a receipt, displaying the Quantity & Date that should be shown on your receipt or purchase.

### Sample Document

<table>
<thead>
<tr>
<th>Payment Method</th>
<th>Check No.</th>
<th>Job</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item #</th>
<th>Description</th>
<th>Unit Price</th>
<th>Discount</th>
<th>Line Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>$5.00</td>
<td>$5.00</td>
<td>$5.00</td>
</tr>
</tbody>
</table>

**Total Discount** $5.00
**Subtotal** $5.00
**Sales Tax** 2%
**Total** $5.10

Thank you for your business!

[Street Address], [City, ST, ZIP Code] [Phone] [E-mail] [3/18/2020]