Telecommuter Home Office Purchases
Supplies – Equipment - Furniture

In order to avoid unnecessary duplicate purchases, supplies, office equipment, and office chairs should be checked-out for use in the home environment rather than purchased. See University Administrative Policy (UAP) 7730. Employees should schedule a pick-up time with their department administration. When collecting checked out items, please maintain social distancing.

SUPPLIES
1. Supplies for the home office are for University business only.
2. If the departmental inventory of supplies has been depleted, the department must purchase additional supplies through LoboMart and schedule pick up from Mailing Services or HSC Shipping and Receiving.

OFFICE EQUIPMENT
Including computers, cameras for video meetings, monitors, and other necessary peripheral equipment
1. LoboMart must be used to purchase approved equipment for employees.
2. Equipment should be picked up from Mailing Services or HSC Shipping and Receiving.
3. Employees will not be reimbursed for home office equipment they purchase outside of LoboMart.
4. Departments are responsible for funding office equipment purchases, tracking the use of University property, and ensuring that office equipment is returned to the department when the telecommuter returns to campus.
5. Laptops/PC’s must be purchased using HSC IT standards and imaged for network access.
6. Printers are not necessary equipment for most telecommuters.

FURNITURE
1. The only allowable office furniture purchase for telecommuters is an office chair. Desks, file cabinets, credenzas, lamps, etc. are not allowable purchases.
2. Employees will not be reimbursed for home office chairs that are not purchased by the department through LoboMart.
3. Departments are responsible for funding office chair purchases, tracking the use of University property, and ensuring the office chairs are returned to the department when the telecommuter returns to campus.
4. Office chairs for telecommuters must be purchased through LoboMart. The purchase price is limited to $300.00.
5. If the Department wishes to request a special ergonomic chair for home use, UNM Safety and Risk Services must recommend the purchase through their evaluation process. The purchase must be made through LoboMart and the price is limited to $600.00.

Please Note: If supplies are ordered, equipment or office chairs cannot be picked up from HSC Shipping and Receiving, fill out the “Ship To Exception Request” form to justify home delivery.