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Update: Purchasing and Shipping to Home

Dear university community:

As the university returns to on campus instruction, activities and general support with some remote working elements maintained, we are getting inquiries about shipping items and supplies to home addresses. The general guidelines remain and are as follows:

Purchases to support content remaining on a remote learning platform may be shipped to a home address. If departments permit employees to take attractive items home for remote work (e.g. computer and associated peripherals) monitoring must be implemented consistent with these guidelines: <https://www.usf.edu/business-finance/controller/documents/usf attractive item final.pdf>

General consumable office supplies (e.g. paper, pens, staples, ink cartridges, Exception to this rule requires supervisor approval documented as to justification in required

Thank you,

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