Tracking Costs for COVID-19 Materials & Supplies:
Instructions

As COVID-19/Coronavirus is now a Federally Declared Disaster, it is critical that all Lamar University (LU) departments and units track costs for materials and supplies purchased to respond directly to the COVID-19 outbreak.

Tracking virus-related costs will provide the best opportunity to receive funding for COVID-19, including federal supplemental funding, state funding, or any additional funding available.

HOW TO RECORD COVID-19 COSTS

- Costs should relate directly to the department’s response to COVID-19/Coronavirus.

- The Texas State University System (TSUS) now requires frequent reporting of all COVID 19-related expenses, which has caused a need to change the reporting process for University employees. Effective immediately, COVID-19 resources will no longer be tracked on the Materials & Resource Tracker form used previously. Instead, create a cart in Cardinal Purch with a detailed comment providing justification of why the purchase is required and how the purchase is related to COVID-19.

- Once the cart has been created with all the items needed, attach all the required purchasing attachments, i.e. IT Compliance forms, quotes, etc. Then, assign the cart to Kelli Morris for requisition processing. This will allow the purchase to flow through the appropriate COVID-19 Index approver workflow.

- When purchased items are received, departments MUST attach either the vendor packing slip or tag Kelli Morris in a comment on the requisition for final processing.

QUESTIONS?

Department heads who have questions about allowable costs and reporting can contact LU Purchasing at (409) 880-8377 or purchasing@lamar.edu or the LU Office of Environmental Health & Safety (EHS) & Risk Management at (409) 880-8008 or riskmanagement_ehs@lamar.edu

Please Note!

Any materials and supplies purchased directly for the COVID-19 response can be documented and submitted. This excludes items purchased for regular, day to day tasks. The materials and supplies must be directly related to the COVID-19 response.