Finance, Budget, and Business Services

Mail Delivery

Mail Services is working to ensure that all campus mail continues to be delivered during the COVID-19 event. We recognize that many individuals are telecommuting at this point and that some mail will need to be forwarded to employees' homes. In order to best accomplish this, Mail Services has the following recommendations:

- Whenever possible, communicate via email with outside business partners.
- If possible, communicate to your home address to your business partner and have items mailed directly there.
- Please inform staff to reach out to Mailservices@bloomu.edu if they require any mission critical items that need to be forwarded to their home address. Along with the home address, Mail Services would need appropriate fund center number for shipping costs, if applicable.
- If a department administrator requests, all first class mail can be sent to their home address on a weekly basis. This would be sent in one envelope or package. Along with home address mail services would need the appropriate fund center number for shipping costs, if applicable.

If you have any questions, reach out to us.

Invoice Payment

In an effort to ensure timely payments to vendors, Accounts Payable is requesting all invoices you receive be scanned, routed via email for approval and remitted to accountspayable@bloomu.edu for payment.

If you have a paper invoice and no ability to scan (a photo from a cell phone will be accepted as long as it is clear and readable), please contact the vendor and ask them to email a copy of the invoice directly to accountspayable@bloomu.edu. Accounts Payable will route the invoice for approval when necessary.

If you do not have access to your campus mail or paperwork, or you are expecting an invoice in the near future, please contact Accounts Payable at accountspayable@bloomu.edu with the information and they will contact the vendor for the invoice.

Please contact Lori Olshefski at 570-389-4648 or lolshefs@bloomu.edu if you have any questions.

Purchase of Business-Related Supplies While Working Remotely

The purchase of supplies needed to conduct work remotely (i.e. print cartridges) is permitted during the COVID-19 event. Prior to making any purchase for supplies, please touch base with your Dean (academic affairs) or Supervisor (all others). If you receive approval and have a university issued p-card, please use that to make the purchase and follow standard monthly reconciliation procedures. If you do

not have a p-card, please make the purchase with your own funds and request reimbursement through the Miscellaneous Request Form. Reimbursements will be processed timely.

Remote Shipping of Classroom Materials

To the extent the COVID-19 emergency continues for an extended period of time and faculty, staff and students work remotely, classroom materials may need to be shipped remotely, i.e. faculty or student residence. If that is the case, Procurement can support these scenarios if applicable instructions are entered into the header instructions of purchase requisition (PR) with the associated shipping details. If drop-shipping to a relatively large number of students, an Excel or Word file can be attached to the PR listing all the names and addresses. The revised "ship-to(s)" will be conveyed to the vendor. Upon receipt of the items, please notify the respective Purchasing Agent accordingly so they can receive and pay promptly.