

Procurement of COVID-19 related items to support campus reopening

Please see below the process for procurement of Covid-19 related items for the Faculty of Humanities with immediate effect.

For the purposes of this document, 'Covid-19 related items' refers to the additional expenditure required to ensure our workplace/buildings are 'Covid-secure'.

1. Procurement of one-off Covid-19 related items (non-consumables) will be ordered by the DoFO's PA (Beth Pedder) for Schools and the Faculty Office ready for the start of term:

- PC covers
- Visors – subject to confirmation on the use of visors from the University campus reopening group
- Keyboard covers

Beth Pedder (bethany.pedder@manchester.ac.uk) will gather requirements from Schools and the Faculty Office via the Faculty Campus reopening operations group and will place orders for delivery to campus.

2. Procurement of Perspex screens will be managed by Estates:

Purchasing of Perspex screens will be addressed on a case by case basis with the support of Estates colleagues. Prior to ordering, all requests for screens will need to be signed off by the School / Faculty Office Operations Group representative and the HoSO before being sent to the DoFO for approval.

3. All other Covid- 19 related items (consumables) will be procured locally by operations staff at School/Faculty Office level:

- Hand sanitiser (for non-permanent dispensers)
- Wipes (for non-permanent dispensers)
- Tape

4. Arrangement for deliveries

It is possible to arrange for orders to be delivered to one of five University stores, rather than to a Faculty or School building. The Supplier will ship to the stores and subsequently the stores will arrange for delivery of the goods, to the appropriate building, at a convenient time.

The following stores can be specified:

- Stopford Building - Goods Inward
- Chemistry Stores
- MIB Stores
- The Mill
- National Graphene Institute (NGI)

Delivery to stores, rather than the default delivery address, needs to be specified when the requisition is raised as follows:

Prior to raising any new requisition you will need to amend you default "My Deliver to Location" to one of the 5 above, and when placing orders in "Notes to Receiver" add your own contact details to facilitate the onwards delivery of goods to you.

Example: Use your own name and delivery details in Notes to Receiver

* My Deliver to Location	Stopford Building - Goods Inward
My Phone Number	0161 275 1693
Note To Receiver	Deliver to Matthew Hearn 2.23f Michael Smith Building

5. Budget

We will account for Covid-19 related spend a Faculty level. We will track spend by School/Faculty Office but the costs will not fall to individual areas.

6. Financial sign-off for purchasing

The DoFO will be the SLT approval for all Covid-19 related spend across the Schools and Faculty Office, to ensure a consistent approach and easy tracking. All requests should be submitted to the DoFO via Beth Pedder. A template for Schools/Faculty Office to complete will be provided to make approvals as simple as possible and this will be signed off weekly on Weds a.m. Urgent requests can be discussed with Beth Pedder.

Hannah Rundle, 07.08.2020