



Guidance from Temple University Purchasing Services During Remote Work Schedules

For all requests that require delivery to locations that are either not easily accessible, or have limited staff on-site to receive deliveries, it is highly recommended to contact the vendor by email/phone to confirm the delivery arrangement. Also, it is very important to make sure that you provide a complete address for delivery (*i.e. room/floor/contact phone number*) as there will be limited access to buildings/rooms since a majority of the campus has moved to off-site work locations.

All scientific supplies will continue delivery as normal, but if there is a specific contact within your designated area that can be reached for delivery confirmation, please provide this information to Purchasing Services at either purchase@temple.edu or by calling 215-204-6700 (1-6700).

If you have computer and peripheral requests, please reach out to either Jennifer.Muller@temple.edu or Kevin.Collison@temple.edu.

For all non-essential requests, please either use your purchasing card (for allowable charges) or delay ordering until the University returns to normal operations.

Please keep in mind that depending on the item ordered, there may be a long lead time in receiving your product request.

Purchasing Services policies still apply during this time.