

From: AMS-USERS-L: Administrative Management Systems Discussion Group <AMS-USERS-L@LISTSERV.UTORONTO.CA>

Sent: Wednesday, March 18, 2020 1:31 PM

To: AMS-USERS-L@LISTSERV.UTORONTO.CA

Subject: Message from Procurement Services

- All purchasing should be suspended unless urgent and needed to maintain critical operations
 - if necessary, the individual placing the order (via uSOURCE, Purchase Order or PCard) must ensure that the delivery can be accepted by an individual on campus (off campus deliveries are not permitted)
- Regular procurement processes and protocols remain in place
- Procurement staff are working remotely and can process requests as they are received

Renata Faverin, BA, MBA

Director of Procurement Services

University of Toronto · 215 Huron Street, 3rd Floor Toronto ON · M5S 1A2

416-978-6300 · renata.faverin@utoronto.ca