

COVID-19 EXPENSE CRITERIA

To ensure proper controls, for all related COVID-19 costs, please **follow the current procurement policy #36 and its delegation of authority**. Also, feel free to contact procurement if you require support with any complex or unusual procurement process.

COVID-19 eligibility criteria:

- Incremental in nature; and
- The University is the service recipient or owner of the goods; and
- The costs incurred as a direct result of COVID-19:
 - Includes, but not limited to, supplies, contracted services, computers, equipment, cleaning, signage, moving, communication costs.
 - Pieces of equipment or technology to support enhanced cleaning
 - Working at home or virtual learning supplies, please refer to the HR bulletin on office equipment procurement guidelines.
 - Staff incremental training costs to support working at home or return to work protocols
 - Special legal and audit costs.

- Revenue losses should be communicated directly to Joëlle Clément, Director, Financial Planning Service.

*** For clarity, expenses previously planned and budgeted for, but accelerated due to COVID-19 do not qualify as a COVID-19 cost.

For your reference, a list of COVID-19 ORG's is provided in the table below.

Faculté / Service	Nom du ORG	Fonds	ORG
Faculté – Telfer	Telfer – COVID-19	1000	110115
Faculté – Arts	Arts – COVID-19	1000	120115
Faculté – Éducation	Education – COVID-19	1000	140115
Faculté – Médecine	Medecine – COVID-19	1000	150165
Faculté – Sc. Santé	Sc. Santé/FHS – COVID-19	1000	160155
Faculté – Sciences	Sciences – COVID-19	1000	170155
Faculté – Génie	Génie/Engineering – COVID-19	1000	180155
Faculté – Sc. Sociales	Sc.Sociales/Social Sc. – COVID-19	1000	190115
Faculté – Droits civils	Dr.Civils/Civil Law – COVID-19	1000	210165
Faculté – Droits communs	Dr.Commun/Common Law – COVID-19	1000	220215
Bibliothèque	Bibliothèque/Library – COVID-19	1000	230155
Bureau international	Bureau International – COVID-19	1000	240115
Institut développement professionnel	IDP/PDI – COVID-19	1250	250115
GEÉ	GEÉ / EMR - COVID-19	1000	300115
Aide financière - GEÉ	Aide Fin/Financial Aid – COVID-19	1000	310925
HR	HR – COVID-19	1000	320115
IT	IT – COVID-19	1000	370115

Finance	Finance – COVID-19	1000	390115
Immeubles	Immeubles/Facilities COVID-19	1000	400115
Protection	Protection – COVID-19	1000	410106
SAEA - TLSS	SAEA - TLSS – COVID-19	1000	420125
Risk Management	Risk Management – COVID-19	1000	430115
Services alimentaires	Serv.Alim./Food Services COVID-19	1440	440115
Communications	Communications – COVID-19	1000	455005
Recherche	Recherche/Research – COVID-19	1000	720115
Président et VPs	President and VPs – COVID-19	1000	760115
Administration centrale - utilisation des réserves	Réserve COVID-19	1000	960115
Administration centrale - subventions reçues	Admin.cent_COVID-19/Central Admin	1000	980115