



**JUSTIFICATION FOR OFF-SITE DELIVERY OF STATE PURCHASED
ITEMS FOR REMOTE FACULTY/STAFF**

For employees whose primary work location is away from university campuses, some logistical adjustments may be necessary for the delivery of goods to those USM personnel. If a university department has a critical, business need to have goods shipped to a non-USM site, please provide a concise, but thorough justification below. This form should be signed by the originator and/or the budget authority and sent to Procurement (procurement@usm.edu) along with the usual supporting documents for each purchase. No equipment (defined as those items requiring inventory tags) can be shipped to an alternate site without prior approval from USM Procurement.

Location delivery address: _____

Originating Department/School/Unit _____

Requestor _____
Name Signature Date

Budget Authority _____
Name Signature Date