



**JUSTIFICATION FOR OFF-SITE DELIVERY OF STATE PURCHASED  
ITEMS DURING THE USM CORONAVIRUS (COVID-19) RESPONSE**

During our temporary response to the COVID-19 outbreak, some logistical adjustments may be necessary for the delivery of goods to USM personnel. If the University's response has created a mission-critical 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](mailto: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