

The University recognizes that some home office equipment is necessary to carry out remote work functions offsite. The University is committed to providing faculty and staff home office equipment deemed essential to carrying out functions required by their job or contract within the framework of these guidelines. **It is expected that University resources will be limited to providing equipment and resources for an employee's primary worksite only, either an onsite work office or offsite work office.** In general, the guidelines for home office setup should follow appropriate equipment standards for onsite work and local IT and unit leadership should evaluate acceptable standards based on job needs.

To enable remote work as effectively as possible, many types of University equipment may be taken offsite to the home of an employee in support of remote work, as described below. Faculty and staff identified as remote work eligible are expected to make every attempt to use existing Purdue equipment or move existing equipment offsite to work remotely. This should remove the need, in most cases, to purchase additional equipment for existing employees. Employees should consult with their department and local IT staff prior to moving equipment offsite.

Per the policy [Authentication, Authorization and Access Controls \(S-13\)](#), prior to accessing IT Resources, remote users must follow the [End User Security Guidelines](#) and any additional guidelines issued by their departmental IT units and/or the owners of the IT Resource(s) to be remotely accessed.

Departments may allow employees to take home certain computer equipment and computer peripherals as outlined in the below table. In addition, small furnishings that can be safely moved such as office chairs, and footstools may be moved offsite. Movement offsite or the purchase of large furnishings such as desks will not be permissible. Additionally, desk lamps, office decorations, and other items of a personal nature are not permissible University purchases or reimbursements.

Current employees who were previously working onsite and now working remote may request an exception to take home existing 'lift desks' that are reasonably movable (50 lbs. or less). Exceptions should be documented with approval by unit leader or designee (Sr. Director, Head or Dean) and recorded using the [Property Off Campus Form](#).

If faculty and staff are unable to use or relocate existing Purdue University owned equipment to work remotely, they can purchase required equipment through the approved procurement channels. The following guidelines should be followed:

- 1.) Documentation is provided explaining the business requirement for the purchase – denoting that this request is due to remote work. Items should be absolutely essential and necessary for completing job duties.
- 2.) Every attempt is made to use existing Purdue University owned equipment or relocate existing equipment. Please consult with local IT staff to ensure equipment non-availability.

Equipment purchases are limited to one set of equipment for the primary worksite, whether onsite or offsite, regardless of whether employee is remote, hybrid or onsite.

- 3.) Any asset purchased will be tracked through the [Property Off Campus Form](#).
- 4.) Purchases should be reviewed with employee’s supervisor and approved by unit leader or designee (Sr. Director, Head or Dean). Appropriate funding sources and availability of funds is identified within the department/unit. Units are financially responsible for home office setup if deemed necessary for remote work. Expenditures for home office setup for remote work is allowable on operating funds. Expenditures are generally not chargeable to grants as outlined in the Cost Accounting Standards Guidelines:  
<https://www.purdue.edu/business/mas/costing/casGuidlines/index.php>

If the above criteria are not met, purchases will NOT be approved or reimbursed.

Commonly Requested Equip/Supplies	Allowability in Remote Setting (Primary Location)	
Computer Equipment and Peripherals	Move Existing Equip <sup>1</sup>	Purchase New <sup>2</sup>
Desktops	Allowable	Allowable (approval required)
Laptops	Allowable	Allowable (approval required)
Tablets	Allowable	Allowable (approval required)
Webcam	Allowable	Allowable (approval required)
Headsets/Microphones	Allowable	Allowable (approval required)
Mice	Allowable	Allowable (approval required)
Monitors	Allowable	Allowable (approval required)
Scanners	Allowable	Allowable (approval required)
Docking Station	Allowable	Allowable (approval required)
Printer	Exception only	Exception only
Wireless Access Point (MiFi device)	Exception only	Exception only
Mid-Size Office Furnishings (50 lbs. or less)	Move Existing Equip <sup>1</sup>	Purchase New <sup>2</sup>
Chairs	Allowable	Not allowable
Lift' type tabletop desks	Allowable	Not allowable
Small Cabinet	Allowable	Not allowable
Large Office Furnishings	Move Existing Equip <sup>1</sup>	Purchase New <sup>2</sup>
Desks (including standing desks)	Not allowable	Not allowable
Mid to Large Cabinet	Not allowable	Not allowable
Cubicle Walls/Workstation	Not allowable	Not allowable
Lillipad Desk	Allowable	Allowable

<sup>1</sup> - Appropriately tracked through POC submission

<sup>2</sup> - Where existing equipment is not available and for primary worksite only, appropriately tracked through POC Submission

#### **Tracking Property Off Campus**

Departments are responsible for tracking University assets and equipment moved offsite for remote work through the [Property Off Campus Form](#).

The [QRG](#) outlines the steps to follow when University assets and equipment are moved offsite to another temporary or long-term location for business use, including for remote work use. All University owned assets and equipment are legal property of the University. While relocated offsite for business use, it is expected that all assets and equipment are returned upon employee termination or as requested by the unit leader/supervisor. Employees will be responsible for submitting [the Property Off Campus electronic form](#) for items being relocated offsite for remote work use.

#### **Home Office Ergonomics**

Faculty and staff should factor appropriate home office ergonomics into their remote work setting using the following reference guide:

<https://www.purdue.edu/ehps/rem/laboratory/Personal/ergo.html#homeergo>

For personalized home assessment, send a picture of yourself sitting at your home workstation to [remergo@purdue.edu](mailto:remergo@purdue.edu). Please note, assessment does not guarantee availability of alternative options or funding.

#### **Surplus**

Faculty and staff are encouraged to utilize the Purdue University Surplus Store for home office equipment and furnishings when available. If the items meet the criteria outlined in the above table for allowability in remote setting, purchases may be approved through your business office on University funds. Otherwise, employees may use personal funds.