

Oracle Procurement Home Address Request Form
 Temporary COVID-19 Mitigation Authorizations

Instructions: Complete Sections I and II to request a temporary home address in Oracle . Submit the completed and certified form through a Services & Support Case. IPPS will perform an annual audit for addresses added to Oracle Procurement to ensure A) the address is still needed and B) purchasing authority has not since been acquired.

Recipient EID:

Section I: Oracle Temporary Home Address Request			
Recipient Name:		Phone:	
Department:		Email:	
Home Address:			
By completion of this section, the requester acknowledges the following: (i) the added address shall be visible to all users in Oracle; (ii) the recipient for the temporary home address shall not have any signature authority in Oracle; (iii) all purchases sent to the recipient of this temporary home address must be approved by the department approver; and (iv) all Oracle purchases sent to the recipient of this temporary home address must be for business-use only.			
Acknowledge			

It is the responsibility of the Department and Recipient of any home address delivered goods to ensure all purchases made through Oracle to return non-consumable, UC San Diego property to campus once the Cardholder and/or Recipient returns to a non-remote working environment on campus.

The Department and Recipient acknowledges temporary home address deliveries are authorized during COVID-19 mitigation efforts to facilitate remote working environments. After such mitigation efforts conclude and employees are authorized to return to campus, the Department and Recipient must revert delivery addresses to approved UC San Diego campus addresses.

Section II: Department and Recipient Certifications			
Signature:		Signature:	
Name:		Name:	
Date:		Date:	
Recipient	Department Administrator (MSO or Dept. Business Officer)		