

Dear Colleague

As a user of the University finance system and finance services I'd be grateful for a few minutes of your time to read this short email which sets out arrangements during the expected period of prolonged off campus working. It contains Information on:

- off campus use of finance systems and processes
- how to get help
- how to contact the Insurance team
- important considerations for purchasing
- important action for authorisers

Finance systems and processes

Finance systems and processes are expected to be working normally through this period. All staff can continue to use their [web access to the finance system](#) from any internet enabled device.

Please note that the user ID required to log on is the first 5 digits of your university email e.g. XY999, not your full email.

You can reset your password through this link as well.

Getting Help

The Finance Service Desk will be open as usual and can be contacted at rt-finance-servicedesk@sussex.ac.uk **from your University email** or on 01273 87(7172) between 8:30 and 17:00.

Insurance queries

All contact with the insurance team will be managed through the Finance Service Desk.

Please send all enquiries **from your University email address** to rt-finance-servicedesk@sussex.ac.uk or call 01273 87(7172) between 8:30 and 17:00.

Please note that priority will necessarily be given to assisting returning travellers and you may have to wait a little longer for some enquiries.

Important considerations for purchasing

The current Purchasing Policy remains in operation and, as such, the preferred way to buy in most circumstances is through a purchase order requisition.

Suppliers have been reminded that all invoices should continue to go directly to invoices@sussex.ac.uk in pdf format with the PO number clearly stated on the invoice. This means that prompt payment will continue to be assured, once supplies have been grn'd.

There are no planned changes to the use of purchasing cards (Barclaycards) or out of pocket expenses at this point. Claims for expenses will continue to be settled promptly once authorised and the [expenses app](#) can continue to be used to prepare claims.

In all cases please think carefully about the necessity for your purchase, and pay particular attention to giving clarity around delivery instructions and other information for suppliers in light of changing circumstances.

Please note that when purchasing via the finance system you will need to contact the supplier directly to change the default delivery address.

Important action for authorisers

We'd be grateful if all staff who are authorisers could ensure that substitutes are available in case they should be required due to illness.

The Finance Service Desk can help with any queries and the form to request a substitute can be found [here](#).

Please also remember the [authorisation app](#) provides a quick and easy route to purchase authorisation.

Thank you for taking the time to read this email. If you have any questions about its contents, or finance services generally, please contact the Finance Service Desk at rt-finance-servicedesk@sussex.ac.uk or 01273 87(7172) between 8:30 and 17:00. I can also be reached through the Finance Service Desk.

With best wishes,

Allan Spencer, Director of Finance