

VIRGINIA MILITARY INSTITUTE PROCUREMENT SERVICES



All About Contracts

- **DO NOT SIGN ANYTHING!** This applies to **CONTRACTS** and **APPLICATIONS**.
- **Contract #s** are required and must be noted on all eVA purchase orders and signed requisitions.
- **Software Contract Terms and Conditions, Hotel Contracts, and Lodging Agreements** must be reviewed by Procurement Services before proceeding with booking, blocking or buying. Air B&Bs are not permitted.
- **Speaker Contract Requests** are to be submitted through Etrieve (PUR3) for all speakers, consultants, volunteers, external reviewers, and outside guests.
- Refer to **General Order 79** for questions regarding speaker/guest fee and no fee contracts.
- Reference the **Contract Request Workflow Chart**.

Who do I ask?

LTC Lynn Carmack

- Adding GL account to BofA Works and eVA
- BofA Works reconciliation questions
- Software Contracts

Shana O'Quinn/Georgina Parker

- eVA assistance
- Speaker Contract Information
- Requisition Processing

Peggy Herring

- Group Travel Card
- All things Accounts Payable

Jessica Chittum

- State/Local receiver and voucher processing
- Vendor Maintenance

Melinda Ramsey

- Travel
- Enterprise Rental Car- RC # Request
- EDI Direct Deposit
- AAA Airfare-TR # Request

Judy Mullins

- Budget Information
- #### Katelin Gilbert/ Dana Rogers
- Adding GL account to Colleague



**eVA
Buyer
User Group**
eva.virginia.gov

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Some Of Our Favorite VAPP Reminders

VMI ACCOUNTING POLICY & PROCEDURE MANUAL

- Refer to **Section 9000** in the **VAPP Manual** for Procurement policies and procedures
- **Improper Expenditures**—includes gift cards, employee/spouse/family meals, items for the office such as cleaning supplies, tissues, and snacks, birthday/retirement parties, flowers and gifts, AND candy for trainings, office, or events (unless used for cadet recruiting purposes).
- **Cooperative contracts** can be found on these links: **VASCUPP** and **VMI Contract Portal**
- Institute purchase transactions must go through eVA. These are a few exceptions (not all inclusive):
 - Point of sale charge card purchases = physically standing in a brick/mortar store swiping your card
 - Training classes offered by a professional organization
 - Honoraria—An honorarium is **unexpected, unknown** and **unrequested**.
 - Travel and lodging
- Examples of purchases that are **required** in eVA but exempt from fees (**X02**):
 - Advertisements
 - Transportation costs (busses)
 - Guest speakers
 - Government to government transactions (i.e., VCE, VIB, VDC)
- Vendors **MUST** register themselves in eVA and attach their W9, which includes guest speakers.
- **SWaM Vendors** must be made a priority. Executive Order 35 states that VMI must meet a goal of 42% of purchases to be made using Small, Women Owned, or Minority businesses and all purchases under \$100k are to be made with a SWaM Certified Vendor. Check out the [Small Business and Supplier Diversity Webpage](#).
- Mandatory source contracts must be used unless waived by the source. VIB items are sold through Supply Room or directly from VIB.
- Contract signatures must be affixed by Procurement Services
- You can use the SPCC (Small Purchase Charge Card) on purchases up to \$2,000 or your allowable limit
- All purchases \$2,000 or more must be submitted on a requisition and signed by the appropriate signature authority. Once approved, Procurement will encumber the funds on a PO/BO. All computer and software purchases must be submitted to IT for approval.
- Object codes must be included with the full GL account code and contract numbers on the requisitions.
- Any purchases over \$10,000, **not accompanied by a contract**, must be solicited or must qualify as a valid Sole Source. A Sole Source Justification Form must be submitted.

Wellness Note

We have lots of new participants!

Come join us Monday through Friday in Cocke Hall 103-104

from 12:10-12:50 pm

Monday- Dance Groove

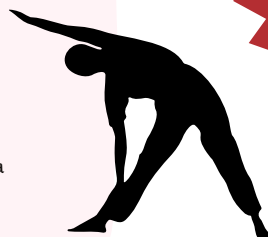
Tuesday- Yoga

Wednesday- Total Body Training

Thursday- Core Strength and Stretch OR Chair Yoga

Friday- Total Body Training

Look for more programs coming soon!



All computer devices **MUST** be ordered by Procurement Services with APR Approval, regardless of dollar amount. Request a quote from IT.

New Contract # for DELL :
UVA-AGR-4046