

VIRGINIA MILITARY INSTITUTE PROCUREMENT SERVICES



All About Contracts

- **DO NOT SIGN ANYTHING!** This applies to **CONTRACTS** and **APPLICATIONS**.
- **Contract #s** are required and should be noted on all eVA purchase orders and signed requisitions.
- **Software Contract Terms and Conditions, Hotel Contracts, Hotel Agreements** must be reviewed by Procurement Services before proceeding with booking, blocking or buying.
- **Speaker Contract Requests** should be submitted through Etrieve (PUR3) for 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?

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

Melinda Ramsey

- Travel
- Local Receivers

Jessica Chittum

- Receiver/ voucher processing
- Payment information

Peggy Herring

- W9 Information
- Group Travel Card

Judy Mullins

- Budget Information

Katelin Gilbert/ Dana Rogers

- Adding GL account to Colleague

eVA Buyer User Group



**SAVE THE
DATE!**

eva.virginia.gov

Some Of Our Favorite VAPP Reminders

- Refer to **Section 9000** in the **VAPP Manual** for Procurement policies and procedures
- **Improper Expenditures**-includes gift cards, employee meals, items for the office such as cleaning supplies, tissues, and snacks, AND candy for trainings, office, or events.
- **Cooperative contracts** can be found on these links: **VASCUPP** and **VMI Contract Portal**
- All institute purchase transactions must go through eVA. These are a couple popular exceptions:
 - Point of sale charge card purchases
 - Training classes
 - Honorariums-An honorarium is **unexpected, unknown** and **not requested**.
 - Individual travel and lodging
- A few purchases that are required in eVA but Exempt from fees **(X02)**:
 - Advertisements
 - Transportation costs (busses)
 - Guest speakers
- Vendors **MUST** register themselves in eVA, 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. Check out the [Small Business and Supplier Diversity Webpage](#).
- Mandatory source contracts must be used unless waived. VIB items are sold through Supply Room.
- Contract signatures must be done 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. Computer and software purchases must be submitted to IT for approval.
- Be sure to include object codes with the full GL account code and contract numbers on the requisitions.
- Any purchases over \$10,000, **not accompanied by a contract**, must be approved with the Sole Source Justification Form.

Wellness Note

We have several new participants!

Come join us Monday through Friday from 12:10-12:50 pm

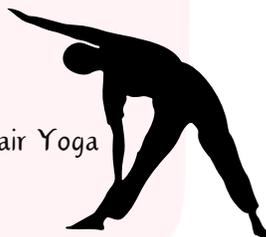
Monday- Dance Groove

Tuesday- Yoga

Wednesday- Total Body Training

Thursday- Core Strength and Stretch/ Chair Yoga

Friday- Total Body Training



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

VIRGINIA MILITARY INSTITUTE ACCOUNTS PAYABLE



BANK OF AMERICA

“Spill the tea”

BUSINESS MEALS:

Business meals occur when Individuals who are not in a travel status, is approved in advance by the Superintendent or designee, involve substantive and bona fide business discussions and include the original, itemized receipt.

Faculty, staff or employees traveling with Cadets for a one-day travel and having a meal with the Cadets (while in travel status) is considered a business meal. The meal can be reimbursed up to the per diem amount of the meal with a valid, itemized receipt. These meals do not qualify for the flat per diem rate for that meal. Reimbursements without an itemized receipt will not be processed.

OVERTIME MEALS:

Overtime status is when work or travel time occurs beyond an employee's normal, scheduled work hours, but not overnight. Therefore, a fixed amount (\$7.50) overtime meal allowance does not apply during overnight travel. In the case of overnight travel, per diem rates apply.

An overtime meal allowance is allowed when overtime worked is:

- Essential to VMI's mission
- Permitted by VMI policy
- Approved by appropriate VMI personnel
- In excess of the employee's normal, scheduled work hours

Note: Scheduled work hours and overtime hours worked for overtime meals must be included on the Reimbursement Request.

Receiver Reminders:

- Please ensure invoices are date stamped
- All orders over \$2,000 require a BO/PO encumbrance
- Carefully select State or Local fund disbursement
- Attach eVA order unless exempt
- If paying a PCO with receiver, provide a justification reason
- Any questions regarding receivers please contact Accounts Payable for assistance

**BE ON
THE
LOOKOUT
REQUIRED AP
TRAINING COMING
SOON!**

