University of Mary Washington
Procurement Services

SPCC Payment Card File Checklist

☐ **Printed Works Billing Statement**

Documentation for EACH Transaction:

Required Approvals (as applicable)

- ☐ Is the transaction over $1000?
  - ☐ Purchase/Payment (Cabinet) Approval
- ☐ Is the item technology-related?
  - ☐ Technology request approved (Standard/Non-Standard or note of IT Buy Your Own). This includes any technology equipment, supplies, software, etc.
- ☐ Is the item food-related?
  - ☐ Signed Business Meal and Food Approval Form
  - ☐ Sodexo Waiver for food/catering over $100
- ☐ Is the item office furniture NOT purchased from TSRC or RGH?
  - ☐ Justification why it wasn't purchased from either TSRC or RGH (only one is required)
- ☐ Was the invoice/good received over 30 days ago
  - ☐ DOA Approval to pay late invoice
- ☐ Is the item a reimbursement or overnight travel-related?
  - ☐ Emburse Travel Pre-Approval
- ☐ Did you need a profile limit change or restriction lifted to make the purchase?
  - ☐ Profile increases/restriction lift confirmation email from the Program Administrators

Competition Documentation

- ☐ The purchase is exempt from competition per the Small Purchase Procedures Exemptions to Competitive Requirements
  - ☐ The SPP Exemption Code is referenced
- ☐ The purchase is made with a supplier on a contract (UMW, VASCUPP, State, etc.)
  - ☐ The contract # is referenced
- ☐ The purchase is made from a DSBSD-Certified Micro Business
  - ☐ The micro certification # is referenced, the documentation shows the micro designation
- ☐ The purchase is NOT exempt from competition per the Small Purchase Procedures, is NOT made with a supplier on contract, and is NOT made from a certified micro business.
  - ☐ Documentation shows an attempt to purchase from a micro business was completed PRIOR to the purchase being made in at least one of the following ways:
    - ☐ DSBSD-website search screenshots showing *appropriate* NIGP code searches with micro vendors filtered that returned no results or no appropriate results. Any zip code filters used must have a justification as to why only local vendors were searched.

- ☐ Micro business website or eVA catalog search screenshots showing the business does not carry your item(s) or do not carry the quantity of your items needed.
- ☐ Information proving that the item(s) could only be purchased from the publisher/producer/manufacturer.
- ☐ Email correspondence or written notes which include the name of the company contacted, name of the person you spoke with (if applicable), the date you reached out, the item(s) requested, the date you asked the vendor to respond to your request by, and the reason why you ultimately did not purchase from the micro vendor. Such reasons can either be:
  - information showing that the micro vendor's quoted price was more than 5% of the total cost of the non-certified micro vendor. Total cost includes any shipping and fees
  - Information showing the micro vendor could not meet your needs as specified within your outreach (items, quantity, delivery, lack of response by the requested time, etc.)

eVA Purchase Order Documentation

- ☐ The purchase is EXEMPT from eVA per the Small Purchase Procedures Exemptions to Competitive Requirements.
  - ☐ The SPP Exemption code is referenced in the documentation.
- ☐ The purchase is NOT EXEMPT from eVA per the Small Purchase Procedures Exemptions to Competitive Requirements.
  - ☐ Purchase was entered into eVA and a copy of the executed purchase order (PO/PCO) is included with the transaction.

Other Documentation

- ☐ Original invoice (if the supplier provides an invoice) is included with a date stamp of when it was received by the University or email with the included invoice attachment is included to show when it was sent to the University.
- ☐ Receipt showing proof of payment. This can be a zero-balance receipt, another copy of the invoice showing "PAID", or a combination of documents showing proof-of-payment including the amount requested and the fact that the card was charged.
- ☐ Credit memos for returned items, items charged in error, or tax refunds.