BUG Vegas
FAQS Sheet

BINGO

1. A supplier that is not listed in eVA is called what?
   a. Ad Hoc Vendor
2. A certification provided by DMBE?
   a. SWAM
3. Payment method UMW has for business meals, traveling with students, and procurement of goods and services?
   a. UMW Finance Cards
4. July 1st provides a new report on what?
   a. Budget
5. Virginia's Total e-procurement solution?
   a. eVA
6. Acronym stands for the Commonwealth of Accounting Policies and Procedures- document consists of 150 topics and documents the Commonwealth's centralized accounting and financial systems.
   a. CAPP Manual
7. All procurement rules and regulations must be followed even if this form is used.
   a. Reimbursement Request Form
8. This is performed weekly or monthly in order to balance credit card statements.
   a. Reconciliations
9. Examples of non-allowed state expenses.
   a. Flowers, Gifts, Alcohol
10. Accounts Payable ensures this CAPP manual regulation is followed. The law states that most invoices must be paid according to 30 day guidelines.
    a. Prompt Pay
11. This agency audits the university and provides reports back to the president on findings. The goal is to NOT be included.
    a. APA – Auditor of Public Accounts
12. This fund is not allowed on the SPCC.
    a. 8 funds
13. A review to determine if standards are followed.
    a. Audit
14. These goods are manually tracked for their life span.
    a. Fixed Assets
15. Examples of disallowed expenses with use of the SPCC.
    a. Overnight Hotel Stay, Car Rental, Meal Expenses (except catering)
        i. GOLD Card may be used in certain circumstances for hotel and Enterprise vans.

16. Acronym stands for the Department of Minority Business Enterprises. Agency is responsible for certifying small vendor status.
    a. DMBE
17. This state agency provides a wide array of services, including those of statewide procurement.
    a. DGS
18. They are responsible for providing a unified financial accounting and control system for state funds.
    a. DOA- Department of Accounts
19. The online system for monitoring personal leave and pay.
    a. Payline
20. A shared task by cardholders, supervisors, and accountants.
    a. Sign Off
21. A holder of all quotes, receipts, billing statements, and misc. information related to purchasing. This is pulled for audit and review purposes.
    a. Procurement file
22. Available at the UMW Bookstore or through Leigh Penn in AP.
    a. Gift Cards
23. The structure of Banner elements is called what?
    a. Chart of Accounts.
24. This person manages the central university contracting office.
    a. Chief Procurement Officer
25. These individuals are appointed by the President to sign on his behalf.
    a. Designated Signers
26. An internal supplier of paper, envelopes and certain office or classroom supplies
    a. Central Storeroom
27. True or False – if you update any vendor field in eVA, you have created an Ad hoc vendor.
    a. True
28. Honoraria, Non employee cash awards, and advertisements are examples of what?
    a. Direct Pays

CODE SLAP

71209 SPCC transactions not coded-This account is used only by Karen the Accountant for those transactions that have not been coded in WORKS so that the payment can be made to BOA

71214 Postal Services-This account code is used for postage. When postage is being paid to a vendor other than the U.S. Postal Service the postage must be part of the purchase order. If the vendor is the U.S. Postal Service then the postage does not need to be part of the purchase order. Only payments to the U.S Postal Service should be entered as direct pays into Banner.

71222B Books-This account code is used for the purchase of books. Book purchases need to go through eVA

71222S Subscriptions-This account code is used for subscriptions to professional or technical publications. Requires a date range in Banner and WORKS. WEB hosting is not a subscription

71227 Travel cost-This account code is used for travel expenses such as, airfare (SPCC) taxi, tolls, lodging, meals personal vehicle mileage and car rental.

71227F Travel Non-employee Functions-This account code is optional. Departments may want to use this account code to keep track of cost of non employee travel expenses.

71243 Attorney Fees-Must receive written approval from the Attorney Generals (AG's) Office prior to service being proved.

71253C Equip Maintenance Service Contracts-This account code is for equipment maintenance for service contracts. The account code requires date ranges in Banner and WORKS.

71253R Equip Maintenance and Repair-This accounts code is used for maint and repair of equipment not on a contract.

71268 Skilled Service-This account code is used for services provided by refrees, lab technicians and similar skilled and technical workers.

71275 Software Maintenance, Renewal-This account code is used for software maintenance renewal. May require a date range in Banner and WORKS. Non-Standard Equipment and Software Purchase Request form is required to be filled out prior to making the purchase so that the IT department may review the request.   WEB hosting would be coded to this account if a renewal.

71279 Software Maintenance-This account code is used for ADP software cost (new services). Needs to go through IT before the purchase is made. . Non-Standard Equipment and Software Purchase Request form is required to be filled out prior to making the purchase so that the IT department may review the request.   WEB hosting would be coded to this account if a new purchase .

71285 Lodging Cost Non employees

71309 Invalid account code

71312 Office Supplies-This account code is used for office supplies. Such as binders, clips, staples, staplers, file folders, writing utensil and similar office items.

71374 Education Supplies-This account code is used for blank CD's dry erase pens, white boards, chalk and similar educational supplies.

71412 Cash Prizes Awards-This account code is used for gifts valued at $49.99 or less. This type of gift only requires the first page of the Gift Log to be completed.

71412G Gift Cards/Certificates-This account code is used for gift cards or gift certificates regardless of value and physcial gifts valued at $50 or more. This type of gift requires the first page of the gift log form to be complete and the second page of the form to be complete by the recipient of the gift.

71413   Honoraria-Used for a one-time fee to pay a speaker. The payment usually does not exceed $2,000 and is a token of appreciation of the lecture.

ROLL 'EM

1. What does FOAP stand for?
    a. Fund – Org – Acct – Program
2. What type of Funds must always use Program code 99950?
    a. 8 Funds / Agency Funds
3. What does TESS stand for?
    a. Training, Evaluation & System Support
4. Gift Card purchases are allowed on the department buyer's SPCC card? True or False?
    a. False
5. What Banner form is used to adjust receiving?
    a. FPARCVD
        i. In the Purchase Order Block what is chosen different from ordinary receiving?
            1. Adjust Items
6. When running a SSB Budge Query what Fiscal Period is always used for the most up to date information?
    a. 14
7. What symbol is used as the wild card to show all sources associated with a particular field for Budget Queries?
    a. %
8. What is the Account type that indicates budget expenses?
    a. 70
9. Always verify that your full SPCC card number is clearly written on your receipts. True or False?
    a. False
10. Small vendor quotes must include these 3 things:
    a. Person or website where you received the quote
    b. Date
    c. Reason for not purchasing from small vendor
11. Your procurement file must include how many years of transactions for internal or external audit?
    a. Three
12. It is not necessary to sign off on credit transactions in Works. True or False?
    a. False
13. What do we call Non-eVA items (for example, memberships) entered in Banner?
    a. Direct Pay
14. It is not necessary to sign off on credit transactions in Works. True or False?
    a. False
15. Who is the internal supplier of paper, envelopes and certain classroom supplies?
    a. Central Storeroom
16. Virginia Correctional Enterprises is a _____ for furniture, name plates and business cards.
    a. Mandatory Source
17. What are three types of SPCC Violations & Consequences Policy?
    a. DPS, DOA and UMW

PICK-a-CARD

1. Which card in eVa is required for purchases over $5,000?
   a. Gold Card
2. Which credit card is available for pick up in the cashier's office?
   a. Finance Card
3. Which card can be used for catering over $5,000?
   a. Gold Card or Finance Card
4. I need to buy $50 worth of donuts, which card can be used for this purchase?
   a. SPCC or Finance Card
5. Which card can be used for a $4000 ETF purchase?
   a. None, ETF can't be charged to a credit card
6. Which card can be used to reserve a hotel room?
   a. Gold, SPCC or Finance
7. Which card can be used to pay for a hotel stay?
   a. Gold or Finance
8. Which card can be used when ordering off of an eVA state contract for merchandise?
   a. Gold or SPCC
9. The STP (Summer Transitional Program) students will travel to the Smithsonian museum with a staff member to see the exhibits. The group will incur expenses for food, bus transportation and museum entry fees. Which credit card can be used to cover the cost of this trip?
   a. Finance Card
10. You are interviewing a candidate for a vacancy in your department. There is a panel of staff members participating in the interview process. You want to take the candidate and the panel out for a business lunch. Which card can be used for this?
    a. Finance
11. Which card can be used for vehicle rental?
    a. Gold Card or Finance Card
12. Which card can be used for state funded gift card purchases?
    a. Gold Card
13. Which card can be used to pay for Attorney fees (keep in mind payments to attorneys ALWAYS require prior approval from the Office of the Attorney General PRIOR to services being provided)
    a. ALL
14. Which card can be used to pay moving and relocation expenses when a common carrier is used?
    a. Gold or SPCC
15. Which card can be used when traveling with students?
    a. Finance Card
16. Which card can be used when making purchases for students?
    a. ALL
17. Which card can be used to purchase flowers for commencement?
    a. Finance & SPCC

18. Which card can be used to purchase flowers for a staff retirement party?
    a. NONE
19. A professor is on business travel for the University and his briefcase is damaged. Which card can be used to purchase a new briefcase?
    a. NONE
20. Which card can be shared among co-workers?
    a. NONE