

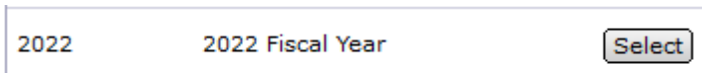
From: [Michelle Pickham \(mmiller8\)](#)
To: [DeAnna Absher \(dabsher\)](#); [Patrick Bailey \(pbailey2\)](#); [Andrew Baldacci \(baldacci\)](#); [Jessica Batten \(jbatten\)](#); [Dei Bayer \(dbayer\)](#); [Arden Beagle \(abeagle\)](#); [Michael Benson \(mbenson4\)](#); [Becky Bezdan \(rbezdan\)](#); [Randall Bove \(rbove\)](#); [Jennifer Buist \(jbuist\)](#); [Pamela Carter \(pcarter3\)](#); [Dechelet Chasten \(dchasten\)](#); [Betsy Chinn \(bchinn\)](#); [Julia Coates \(jcoates\)](#); [Eleanor Connolly \(econnoll\)](#); [Christopher Cook \(ccook\)](#); [Bridgette Dennett \(bdennett\)](#); [Marissa DiMeo \(mdimeo\)](#); [Brianna Dort \(bdort\)](#); [Debbie Dunivan \(ddunivan\)](#); [Kelly Eury \(keury\)](#); [Kathleen Flanagan \(kflanaga\)](#); [Mary Frances Gallagher \(mgallag3\)](#); [Jennifer Grimes \(jgrimes\)](#); [Heather Guhl \(hguhl\)](#); [Ryan Hastings \(rhasting\)](#); [Margaret Hinson \(mhinson\)](#); [Kenny Horning \(khorning\)](#); [John Hughey \(jhughey\)](#); [Robin Jones \(rjones\)](#); [Peige Keller \(pkeller\)](#); [Elizabeth Knappenberger \(eknappen\)](#); [Kimberly Kopp \(kkopp\)](#); [Patty Land \(pland\)](#); [Terry Luttrell \(tluttrell\)](#); [Bethel Mahoney \(bmahone2\)](#); [Kevin McCluskey \(kmcclusk\)](#); [Samantha McDonough \(sbergero\)](#); [Kim McManus-Carini \(kmcmanus\)](#); [Kevin Minter \(kminter\)](#); [Zamara Montalvo-Perez \(zmontalv\)](#); [Mollie Moore \(mmoore\)](#); [Sarah Moran \(smoran2\)](#); [Michael Morley \(mmorley\)](#); [Donald Motley \(dmotley\)](#); [Michael Muckinhaupt \(mmuckinh\)](#); [Jessica Murphy \(jconnoll\)](#); [Douglas Noble \(dnoble\)](#); [Amy O'Reilly \(aoreilly\)](#); [Christy Pack \(dpack\)](#); [Leigh Penn \(lpenn\)](#); [Anna Perdue \(aperdue2\)](#); [Jennifer Pinkerton \(jpinkert\)](#); [Christie Pugh \(cpugh\)](#); [Lucy Quann \(lquann\)](#); [Jon Reynolds \(jreynol2\)](#); [Mele Richardson \(mrichar3\)](#); [Amanda Ronay \(aronay\)](#); [Amanda Rutstein \(aruts9tm\)](#); [Christine Ryder \(cmysk030\)](#); [Kelly Samuels \(kernst\)](#); [Katina Shelton \(kfauntle\)](#); [Paige Shiplett \(pshiplett\)](#); [Anjanie Skornia \(askornia\)](#); [Lauren Slater \(llasalle\)](#); [Taryn Snyder \(tsnyder3\)](#); [Elizabeth Southern \(esouthe2\)](#); [Nicole St. John \(nstjohn\)](#); [Rosemarie Staggs \(rstaggs\)](#); [Cynthia Toomey \(ctoomey\)](#); [Robert Trowbridge \(rtrowbri\)](#); [Teddy Trowbridge \(rtrowbr\)](#); [Micky Wallace \(mwallac2\)](#); [Timmy Wallace \(twallace\)](#); [Debra Wander \(dwander\)](#); [Rick Ware \(rware9jm\)](#); [Dantaye White El \(dwhite2\)](#); [Janice White-Wormley \(jwhite\)](#); [Wilma Willard \(wwillard\)](#); [Christopher Williams \(cwilli27\)](#); [Gregg Stull \(gstull\)](#); [David Wilt \(dwilt\)](#)
Cc: [Vickie Chapman \(vchapman\)](#); [Vanessa Shurina \(vshurina\)](#); [Debra Cash \(dcash\)](#); [Lindsay Fare \(lfare\)](#); [Melva Kishpaugh](#); [Leigh Penn \(lpenn\)](#)
Subject: June 2021 Cardholder Reminders and Info
Date: Tuesday, June 1, 2021 1:02:00 PM
Attachments: [image001.png](#)
[image002.png](#)
[PRIOR-NEW-2021.pdf](#)
Importance: High

Good afternoon Cardholders,

We made it to June! I wanted to send a couple of reminders and info for you as we transition out of FY21 into FY22 and into the summer months:

- **Fiscal Year Selection in eVA:**

FY22 is available to select in eVA. Unless you are issuing a change order or closing out an existing order, you should be selecting FY22 for any new orders. If you do not see this option, click on the dropdown under Fiscal Year and hit Search for More. FY22 will be at the bottom. The default FY will be FY22 come July 1 – until then, you’ll need to manually select it.



- **Purchase/Payment Approval Process:**

The purchase/payment approval request process (also known as cabinet approval process) is unfortunately STILL ongoing and will NOT be ending for FY22. Please assume that this requirement is still in place unless we inform you otherwise.

- **Contract numbers in eVA:**

When issuing an eVA order to a vendor on an available contract, if the contract number doesn’t begin with “UCPUMW” or isn’t a punchout catalog order that auto-populates the contract number, please use the **“UMW Reference or Other Agency COOP”** number in the contract # field. You can find this number by clicking on the “View” button in Cobblestone after searching on the public portal:

[Example: Scoville Specialties]

View	Contract Title	Contractor	Contract Number (#)
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[view](#) Promotional Items Scoville Specialties COOP 19-925 →

University of Mary Washington - Contract Management System Public Website Search

Contract Title:	Promotional Items
Contractor:	Scoville Specialties 2250 Murrell Road Lynchburg, VA 24501
Contract Number (#):	COOP 19-925
UMW Reference or Other Agency COOP:	VTS-976-2019
UMW Reference or Other Agency COOP URL:	Click Here
Vendor Contact:	Lynn Scoville 434-528-8828; 807-509-1158 lynn@ssipromos.com

The highlighted number is the contract number that vendors will recognize and know the correct pricing to apply to our orders. The “COOP 19-925” number is internally generated by our system, so the vendor won’t be familiar with it and won’t necessarily know what pricing discounts they need to give us.

- **Adding “Prior” When Allocating Transactions:**

Expenses paid by credit card on the first two FY22 billing cycles of the SPCC and the UMW Finance Card need to be evaluated to determine if the expense is related to the prior fiscal year (FY21) or the new fiscal year (FY22). Info and directions on how and when to add Prior to your transactions can be found on the TESS Website under End of Year Calendar supporting documentation. I’ve also attached a copy here for you.

- **FY21 Order Close Outs:**

Please review your open orders in eVA and Banner. If no further payment is expected or no adjustments need to be made to the order, please close out your order or contact [TESS](#) to assist in this process for FY21.

- **End of Year Calendar:**

The [End of Year Calendar](#) provided by TESS is still a great tool to use for any end of year related tasks.

- **Cardholder/Approver Planned Leave:**

If either you or your approver have planned vacation or leave time over the summer, please double check the [Billing Cycle Calendar](#) to see if the time off coincides with a sign off deadline. If it does, please notify myself or Lindsay ASAP so we can have a backup plan for you to meet the deadlines without penalties.

As always, please let me or Lindsay know if you have any questions or issues as it relates to your

SPCC. Hope you all have a great rest of this short week.

Michelle Pickham '12, CPPB, VCO, CUPO

Sr. Contract Officer & SPCC Program Admin

Procurement Services

(E) mmiller8@umw.edu

(P) 540-654-2260

adminfinance.umw.edu/procurement

Office Hours: M (7am-11am), T-F (7am-4pm)

University of Mary Washington

1301 College Avenue

Fredericksburg, VA 22401

