

Know Before You Go (Buy)

- ▶ Know your requirements for a purchase BEFORE you make it.

Questions to ask yourself:

- ▶ What competition/eVA requirements do I have based on what I'm purchasing? Reference the [Small Purchase Procedures Exemptions](#)
- ▶ Is the vendor requested registered in eVA?
- ▶ Is the vendor on an available contract ([UMW Cobblestone](#), [VASCUPP](#))? Are they a micro business? Do I need a micro business quote/justification prior to purchasing?
- ▶ What FOAP am I using? Is the [fund source](#) state or non-state?
- ▶ What are my SPCC spending limits and restrictions? Will I need a temporary increase or restriction lift to purchase this?
- ▶ What payment types does the vendor accept? If they only accept check, are they registered in eVA/Cardinal/Banner? If not:
<https://adminfinance.umw.edu/ap/vendor-information-page/>