

Know Before You Go (Buy/Pay)

Things you need to know before you make a purchase or a payment

Before you make a purchase or a payment, you need to know:

- ▶ What are you purchasing?
 - ▶ If you can't tell what you're purchasing by the request you receive, ask (or Google)!
- ▶ What Fund Source are you using to expense the purchase?
 - ▶ Is the FUND code a state fund, non-state fund, 8 fund...? [Fund Type and Card Use Report](#)
 - ▶ DO NOT initiate a purchase or payment until you have the FOAP.

- ▶ What are your procurement [competition requirements](#)?
 - ▶ Is this item/service exempt from competition? [Small Purchase Procedures Exemptions](#)
 - ▶ Is this item/service available on a contract? [UMW Cobblestone](#), [VASCUPP](#)
 - ▶ Is this item/service being purchased from a micro business?
 - ▶ Do you need a micro business quote prior to purchasing?
- ▶ What are your eVA requirements?
 - ▶ Is this item/service exempt from needing eVA? [Small Purchase Procedures Exemptions](#)

▶ Who is your supplier?

▶ What payment methods does your supplier accept?

- ▶ If they accept charge cards, do they impose a charge card fee?

▶ Is your supplier registered in eVA if the good/service requires it?

▶ If paying by **CHECK**, the supplier needs to be:

- ▶ SELF-registered in eVA, AND
- ▶ registered in Banner.

▶ If paying by **SPCC**, the supplier can be:

- ▶ state- or self-registered in eVA, and
- ▶ they do NOT have to be registered in Banner.

- ▶ If paying with the SPCC, what are your card limits/restrictions?
 - ▶ Is your single transaction limit (STL) high enough to cover your purchase/payment? Do you need an increase?
 - ▶ Do you have enough credit available to make your purchase/payment? Do you need an increase?
 - ▶ Do you need any restrictions lifted from your card to make your purchase/payment?
 - ▶ Need a reminder about what your limits and restrictions are? Contact your Program Admins.

- ▶ Have you made your purchase, received the item/service, and now have to pay the invoice?
 - ▶ When was the invoice received at the University? Is there written evidence to support that date (date stamp, email date, etc.)?
 - ▶ When were the goods/services received? Is there evidence to support that date?
 - ▶ Is the invoice past due?
 - ▶ If paying by SPCC, you MUST receive DOA approval prior to paying.
<https://adminfinance.umw.edu/procurement/small-purchase-credit-card/late-payment-request/>

Questions?

- ▶ Find your designated Procurement liaison for your department:
<https://adminfinance.umw.edu/procurement/contact-us-3/>
- ▶ For the SPCC, contact your SPCC Program Administrators:

Michelle Pickham
SPCC Program Admin
mmiller8@umw.edu

Ali Britt
SPCC Backup Program Admin
abrutt@umw.edu

Or email SPCC@umw.edu.