Purchasing Made Easy
A Guide to Mason Purchases and Payments
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Introduction

This training manual provides an overview of Policy 2106 – Purchase of Goods and Services and instructions for purchasing goods and services. Detailed instruction on using eVA, Virginia’s electronic ordering system, to initiate a purchase may be found in the Basic eVA Manual.

Covered topics:

- The state policy regarding all purchases, including non-allowable items
- When to use eVA, Virginia’s electronic ordering system
- When to use the Purchasing Charge Card (P-Card)
- How to make a specialized purchase
- How to use mandatory and other commonly used contracts
- When to use the Payment Request form
- When to use the Honorarium Payment Request form

State Rules and Limitations

The Commonwealth Accounting Policies and Procedures (CAPP) Manual, Section 20310, dictates that all expenditures of State funds be considered essential to the operation of the university. Under the general rule set forth in Section 2.2-1822 of the Code of Virginia, the Department of Accounts may question any State-funded expenditure. This means that all State-funded expenditures (including grants and contracts) are subject to public scrutiny. Anyone authorizing a purchase should determine that the benefit to the university justifies the use of State funds, and consider the appearance of unusual purchases in general. Individual circumstances vary widely and adequate documentation for unusual purchases should always be included.

The following list contains examples of expenditures determined by George Mason University to be an improper use of State funds. This list is intended to provide general guidance in judging the appropriate use of State funds. However, any State-funded expenditure may be questioned, including those that are not listed below.

Improper Expenditures (examples)

- Gifts
- Flowers (exception for commencement ceremonies and specific Admissions events)
- Charitable contributions
- Alcoholic beverages
- Snacks for employees
- Coffee service, machines or supplies for personal use. Coffee machines may be purchased using State funds provided the machine services community use. The coffee machine will be property of the university.
- Water dispensers/water coolers, stands or related items
- Retirement parties, employee going-away parties
- Group luncheons for employees
- Holiday cards or decorations
- Subscriptions, except for bona fide business purposes, not to exceed one year
- Non-business related newspapers or magazines
- Books for classes (unless they remain the property of George Mason University)
- Picture framing (unless the item remains the property of George Mason University)
- Framing of award certificates
- Replacement of stolen or lost employee personal articles
- Personal items, such as fans or heaters
- Clothing, unless required to perform the duties of a position
- Software licenses, applications, systems, digital books or other digital materials downloaded to personal devices

**REMEMBER**

ALL MASON-FUNDED EXPENDITURES ARE SUBJECT TO PUBLIC SCRUTINY. CONSIDER THE APPEARANCE OF ANY UNUSUAL PURCHASE BEFORE YOU COMMIT THE UNIVERSITY.

Personal Items for Communal Use

The following items may be purchased for communal use with advanced endorsement from the fund/org approver. Items that are available for use by an entire department and visitors to that department are defined as communal use. Items located in a private office and used exclusively by a single individual are defined as personal use items. A statement citing the reason for the communal purchase, signed by the fund/org approver, must be attached to the eVA order or P-Card purchase. The original approved statement should be retained with the fund/org reconciliation.

Examples:
- Band aides
- First aid kits
- Hand sanitizer
- Tissues
- Paper plates, paper napkins and plastic cutlery (only for student groups in support of a particular event, reimbursed with food and beverage items through the Food and Beverage process.)

The following items are generally appropriate for shared use by building floor or other centralized communal areas:
- Consumer Grade Coffee Makers (machine only - without supplies)
- Refrigerators

George Mason University Purchasing Policy

University Policy 2106 details the policies and procedures related to the purchase of goods and services. This policy delegates purchasing authority for many small purchases to certain employees at the departmental level. The full text of the policy is included in the appendix to this manual and may also be obtained on the Fiscal Services web site at http://fiscal.gmu.edu/policies/.

- Purchases under $2,000 may be made by individuals with organizational financial responsibility and their designees.
The Purchasing Department is responsible for purchasing and leasing all goods and services for the university that cost $2,000 or more.

Only those individuals who have received an annual letter of authority from the Senior Vice President, or his/her designee, are authorized to sign contracts and/or make obligations on behalf of the university for spending levels of $2,000 or more.

The Purchasing Department supports the university community by purchasing desired goods and services. The goal is to satisfy each organization’s requirements in a timely manner at the lowest available cost, while adhering to university policy and state procurement guidelines and regulations. In addition, all Mason employees will assist in the standardization of purchases for commonly procured goods and services by utilizing institution-wide contracts, where available.

Procurement Categories

An explanation of the requirements for purchasing goods and nonprofessional services at varied price points is listed below. The amount of time required to process an order varies, but routine purchases should be completes within processing times shown.

**Individual Departments – Less than $2,000**

- Purchases may be made by individuals with organizational financial responsibility and their designees through eVA, Purchasing Charge Card (P-Card), or Payment Request (for specific items listed on the Payment Request form only). For items that are not already under contract, departments are to include small, women, and minority-owned businesses (SWaM) to the extent possible. Departments may locate SWaM vendors at the following link: [http://egov1.virginia.gov/cgi-bin/search.cgi](http://egov1.virginia.gov/cgi-bin/search.cgi).
- The $2,000 departmental threshold must not be circumvented by “splitting orders”. “Splitting orders” is defined as awarding multiple orders within a short time period to the same vendor that would exceed the delegated signature authority and prevent appropriate competition. Purchases that are less than $2,000, but are expected to regularly recur, should be bundled and sent to the Purchasing Department for execution.

**Purchasing Department:**

- **$2,000 to $5,000:** For purchases where the one time or cumulative estimated cost of the materials, supplies or services is less than $5,000, one written quotation should be obtained. Purchases that do require special review have an administrative lead-time of approximately two days. Orders that require assignment to a buyer due to contracting review have an administrative lead-time of approximately five days. These purchases are to include small, women and minority-owned businesses (SWaM) to the extent possible.
- **$5,000 to $50,000:** For purchases where the one time or cumulative estimated cost of the materials, supplies or services is $5,000 or greater but less than $50,000, at least three written quotations should be obtained. At least two quotes must be from SWaM vendors. In cases where two certified SWaM vendors are solicited and the price is determined to be fair and reasonable the third competitive quote is not required. **Administrative lead-time is approximately 5 to 10 days.**

A 10-day public advertising period is required for purchases valued at more than $50,000.

- **Over $50,000, Invitation for Bids (IFB):** For purchases where the one time or cumulative estimated cost is expected to be $50,000 or greater, competitive sealed bidding is required. Bids should be solicited from at least six sources. Solicitations are to include a minimum of four SWaM vendors. IFB’s are advertised in eVA and on the Purchasing Web Page. Sealed bids are opened and read aloud at a public bid opening. When appropriate, a Notice of Award or Notice of Intent to Award is publicly posted for 10 days after the applicable decision has been made.
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Administrative lead-time is approximately 21 days, but may be as long as 60 days depending on the complexity of the order.

- Over $50,000, Request for Proposals (RFP): For purchases expected to exceed $50,000, competitive sealed proposals, resulting in competitive negotiations is required. Proposals should be solicited from at least six sources. Solicitations are to include a minimum of four SWaM vendors. RFP’s are advertised in the Washington Post, eVA and the Purchasing Web Page. Sealed proposals are not opened in public. When appropriate, a Notice of Award or Notice of Intent to Award is publicly posted for 10 days after the applicable decision has been made. Administrative lead-time is typically 60-180 days depending on complexity. There is no mechanism for an expedited RFP.

Contract Administration

Contract administration is an important part of the procurement and contracting process. It is the responsibility of the Contract Administrator to ensure that the vendor fulfills its obligation in accordance with the contract terms and/or statement of work. As a result, multi-year purchase orders and/or contracts must designate a Contract Administrator and list his/her assigned duties. A formal memo is sent by the Purchasing Department to the Contract Administrator enumerating his/her duties and responsibilities prior to the issuance of the contract. For term contracts, the Purchasing Department Buyer will contact the Contract Administrator approximately 90 days prior to the expiration of the contract to make a determination about future contracting needs for that commodity area.

NOTE: It is the responsibility of the Purchasing Department to ensure that the Contract Administrator is fulfilling his/her obligations as Contract Administrator. Prior to award, the buyer must establish a procedure whereby the Purchasing Department Buyer and the Contract Administrator will have regularly scheduled meetings, correspondences, evaluations, etc. It will be the Purchasing Departments Buyer’s discretion as to method and frequency; however, the buyer should obtain a written contract evaluation every six months for all term contracts. The contract file must be constantly updated to document actions taken, if any, as a result of the individual contract administration compliance plan.

State Contracts

Term contracts are established by the Purchasing Department to obtain more favorable prices through volume purchasing and to reduce procurement lead-time and administrative effort. Departments may obtain copies of State contracts from the Purchasing Department or from the Department of General Services, Division of Purchases and Supply web site at http://www.dgs.state.va.us/.

VASCUPP Contracts

A listing of Virginia Association of State Colleges and University Purchasing Professionals (VASCUPP) contracts is available at https://vascupp.org/contracts.php. Under the category dropdown, select the type of contract desired, and then select Search. The list of VASCUPP contracts for that category will be displayed.

Other Contracts

Purchasing provides support to departments through the establishment of agency contracts. A summary of Mason’s most commonly used contracts may be found on the Search for an Existing Contract Purchasing page of the Fiscal Services website. These often carry favorable prices, terms and conditions and may be used by all departments. For additional information, contact the Purchasing Department.

SWaM Procurement Initiative

SWaM is an acronym to define businesses as Small, Women-owned, and Minority-owned. The SWaM Procurement Initiative is a statewide effort established to enhance business opportunities for SWaM businesses operating in Virginia.
George Mason University encourages the use of SWaM vendors when practical. For more information regarding the SWaM Procurement Initiative, contact the Chief Procurement Officer at x3-2580.

Exceptions to Competitive Requirements

The following items may be procured without competition although one quote must be obtained and a purchase order is to be issued by the Purchasing Department prior to purchase selected categories of goods and services costing $50,000 or less as outlined in the university’s Small Purchase Procedures.

- Sole Source/Proprietary Procurements
- Emergency Procurements
- Purchases of used equipment costing $50,000 or less
- Purchases from other governmental sources
- Surplus property from the State or Federal government
- Purchases from Non-Profit Sheltered Workshops

Normally, competition is either not feasible or unavailable for purchases of the following goods or services valued at $50,000 or less. One quote must be obtained/documented and a purchase order is to be issued by the Purchasing Department prior to purchase.

- Accreditation fees and academic testing services
- Advertisements/Advertising – all media
- Athletic officials appointed by the NCAA
- Books, printed materials, reprints and subscriptions (e.g., print or electronic)
- Videocassettes and slide presentations when only available from the publisher/producer
- Booth Space at Conferences, Exhibits, Fairs and Product Shows
- Catering services
- Conference fee/course fees/seminars/training sessions/tuition and other registration fees when attended by university employee
- Consulting services
- Court reporters
- Currency exchange services
- Education services, training courses, classes for students
- Entertainment, writers, musicians, artists;
- Facilitators/Mediators
- Federal Mentor-Protégé Projects
- Film rentals when only available from the producer or protected distributors
- Honoraria
- Library books and other items for the Libraries’ collection as per applicable Library acquisition procedures
- Lodging services
- Maintenance contracts for high-cost, sophisticated, scientific equipment where there is no known competitor and service must be purchased from the manufacturer of the equipment
- Maintenance contracts for service of mainframe and super computers for which there is no competitive source available to service the equipment
- Pass through procurements (examples include: contracting for alumni/student functions for which Mason is reimbursed by the alumni/student group for materials purchased). All such procurements must be approved by the Purchasing Director or designee
- Photographers/Videographers
• Purchases from the Federal government, other states and their agencies or institutions and public bodies as long as the price is judged to be fair and reasonable
• Referees, officials and umpires for intercollegiate athletic events
• Specialized software that is not available through ITU (when approved by ASC)
• Sponsorships (requires Sponsorship Justification Form)
• Software maintenance contracts for software already purchased and in use at the university
• Software site licenses
• Software upgrades
• Student workshops (i.e., SOM-MBA programs, OCPE, etc.)
• Surplus property from the State or Federal government
• Testing or evaluation services
• Training sessions/workshops for employees
• Translation Services
• Used equipment (including vehicles)
• Utilities – Electricity, Natural Gas, Water, etc. - Note: If purchasing from a governmental source (i.e., Fairfax County) sole source is not required at any dollar level
• Other purchases, valued at $50,000 or less, when determined in writing by the Director of Purchasing and Accounts Payable

Competition is not required at any dollar amount for the purchase of the following goods or services. One quote must be obtained/documented and a purchase order is to be issued by the Purchasing Department prior to purchase.

The purchase of goods or services that are produced/perform by or related to:
• Persons, or in schools or workshops, under the supervision of the Virginia Department for the Blind and Vision Impaired
• Nonprofit sheltered workshops or other nonprofit organizations that offer transitional or supported employment services serving the handicapped
• Private or public educational institutions
• Speakers and performing artists
• Memberships and Association dues
• Sponsored research grant sub-awards and contract sub-awards, not to include the purchase of goods or services by Mason
• Group travel in foreign countries (including residencies)
• Conference facilities and services
• Participation in intercollegiate athletic tournaments and events including team travel and lodging, registration and tournament fees
• Royalties
• The purchase of legal services, provided that the Office of the Attorney General has been consulted, or expert witnesses or other services associated with litigation or regulatory proceedings
• Postage
Sales and Use Tax Exemption

The university is exempt from paying sales tax in Virginia (except for the tax on lodging) but is typically not tax exempt from vendors in other states. Order initiators should not authorize tax to be paid through eVA, on invoice approvals or with their P-cards from vendors that are located in Virginia.

Certificate of Exemption for Vendors

2. Enter the vendor name in the Name of Dealer section and current date.
3. Print the certificate.
4. On the Signature line, the p-cardholder should sign his/her name followed by “on behalf of James Russell, Director, Purchasing”.
5. Submit the form to the vendor when purchasing goods.

Separate Business and Personal Accounts for All Purchases

Due to issues related to taxation and intermingling of personal and business accounts, when placing orders through vendor websites, all faculty and staff should establish dedicated Mason only accounts.

Mason personnel should take the following actions for any account where they will be ordering goods for Mason business purposes

1. Establish a dedicated Mason business only account. This account should be used for Mason business purchases only.
2. Use your Mason email in the account set up.
3. Use your Mason location for shipping.
4. Use the Mason address below for the billing address: Accounts Payable 4400 University Drive, MS3C1 Fairfax, VA 22030.

Mason Amazon Business Account

The Purchasing Department has initiated a centralized Amazon Business account in order to simplify the purchasing process and allow users to take advantage of the Amazon marketplace. All Amazon.com purchases must be placed through the central account. Through the centralized Amazon Business account, users will have immediate access to:

- Free two-day shipping for all prime shipments
- Clear separation between personal and business accounts.
- Business only pricing and quantity discounts for certain items.
- Tax-exempt purchases from Amazon and participating third party sellers without having to upload a tax-exempt certificate
- Access to a specialized customer service team – Phone: (888)-281-3847 or go to www.amazon.com/gp/help/contact-us

To establish a Mason Amazon Business account email Purch1@gmu.edu. Users will receive an email invitation with a link to begin the registration process. You must use your dedicated Mason email address (@gmu.edu) for registration and enter a password. Departmental email addresses may not be used (e.g. lawschool@gmu.edu). Users may also save their individual Mason P-Card information as a payment method for quick check out; however, to avoid fraud never share login information with other users. Confirming orders must be processed in eVA for all Amazon purchases. The eVA vendor name for confirming orders is AMAZON COM LLC.
Student Clubs and Organizations

Student clubs and organizations are defined as those student activities that are funded by student fees, self-generated revenue, or both. In addition to this manual, University Policy 6 applies.

The following additional payments, which enhance student life, are permitted for student clubs and organizations. To support events:

- Balloons for events
- Sound equipment
- Food for events that directly support the club’s mission
- Decorations
- Bands
- DJs
- Flowers for events
- Refreshments (non-alcoholic) for club meetings

Sole Source Procurement

Sole source procurements are necessary when only one source is practicably available for the goods or services required; therefore, competition is not available. In some instances, it may be necessary to conduct a market analysis to determine if a similar product or service exists. This differs from a proprietary purchase where the product required is manufactured by only one company, but is sold through distributors and competition may be obtained among distributors. In cases where the eVA purchaser believes the item to be sole source, a Sole Source Procurement Form found on the Fiscal Services website must be completed, in advance, and attached to the eVA requisition.

Emergency Procurements

In the case of an imminent threat to personal safety or property, a contract may be awarded without competition; however, such procurement will be made with as much competition as is feasible under the circumstances. A written justification will be required from the Department or end user outlining the details of the emergency for the PO or Contracting record.

Third Party Processors (Such as PayPal)

The use of third party processors such as PayPal is the least preferred method of payment and should be used only when a merchant will not accept a Mason P-Card directly. When using one of these services, the following documents must be retained in your P-Card file:

- Screen shot of the vendor website showing that the vendor only accepts PayPal
- Itemized receipt issued by the vendor
- E-mail from PayPal confirming the purchase

A third party processor may not be used for payments to an individual for services. All payments for services to individuals must be processed through eVA with the appropriate documentation.

Apple Pay (or similar)

When an employee seeks reimbursement for an allowable reimbursement expense, paid with their personal Apple Pay (or similar) app, the request must include a copy of their bank/credit card statement (or a screen shot of the statement) showing the amount paid. The proof of payment must be attached to the reimbursement request.
Purchase Approvals
In addition to the approvals by the appropriate College Dean, Department Chairperson and other responsible persons, the following approvals must be obtained prior to requisition submission.

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<thead>
<tr>
<th>Type of Purchase</th>
<th>Required Approval</th>
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<tr>
<td>Accounting Services</td>
<td>Fiscal Services</td>
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<tr>
<td>Cell Phones, iPads &amp; related technology devices</td>
<td>See University Policy #1124</td>
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<tr>
<td>Computers, related equipment</td>
<td>Information Technology (ITS)</td>
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<tr>
<td>Computer Software/Site Licenses</td>
<td>Architecture Standards Committee (ASC)</td>
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<tr>
<td>Copying/Copiers/Multi-Print</td>
<td>See University Policy 1144 and Canon Solutions</td>
</tr>
<tr>
<td>Flowers</td>
<td>Only authorized for Commencement Ceremonies, Annual Holiday Party, bereavement (must be approved by H/R), Admissions Open House Events and Student Clubs/Orgs</td>
</tr>
<tr>
<td>Foreign Vendors</td>
<td>Any purchase from a foreign vendor, except for the purchase of tangible goods, must be reviewed by the International Tax Office before the purchase order is issued.</td>
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<tr>
<td>Food/Beverage</td>
<td>See University Policy #2102</td>
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<td>Grant Expenditures</td>
<td>Office of Sponsored Programs</td>
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<tr>
<td>Insurance</td>
<td>Office of Risk Management</td>
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<tr>
<td>Immigration/H1B Visas ITAR/Export Controlled Goods</td>
<td>Research Development, Integrity and Assurance (RDIA)</td>
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<td>Legal Services</td>
<td>University Counsel</td>
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<td>Logo Use &amp; Creative Services</td>
<td>See University Policy #1111</td>
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<td>Remodeling/Renovation</td>
<td>Facilities Construction</td>
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<td>Sponsorships</td>
<td>Outgoing Sponsorship Request - Office of the Controller</td>
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<td>Temporary Personnel/Services</td>
<td>Human Resources</td>
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<tr>
<td>Travel &amp; Related Services</td>
<td>See University Policy #2101</td>
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<tr>
<td>Website Design</td>
<td>See University Policy #1111</td>
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Purchasing from Foreign Vendors/Payments to Foreign National
The International Tax Office must review all purchases from foreign vendors before the purchase order is issued. The International Tax Office must also review payments to foreign nationals (non-US citizens) including scholarships, fellowships, awards, prizes, travel reimbursements, honorarium payments and other payments for independent personal services. IRS form W-8BEN must be requested for first time vendors. Additional information is available on the International Tax Office webpage.
Returns or Incorrect Receipts

Departments are responsible for inspecting purchased goods immediately upon receipt. In the event of a damaged, incorrect or incomplete shipment, immediately notify the Buyer who purchased the item. The Buyer will make arrangements for correction/resolution of the problem. For goods purchased by a department, the department should contact the vendor directly.

Lost or Stolen Goods

As soon as the loss is discovered, departments should report the stolen, missing, damaged or destroyed property to:

1. The university Policy Department for investigation.
2. The Office of Risk Management for insurance claims processing
3. The General Accounting Office for inventory records updating.

This reporting requirement applies regardless of the dollar amount of the loss. Procedures for reporting a claim may be found at http://fiscal.gmu.edu/equipment/report-lost-or-stolen-equipment/.

Surplus

Reusable equipment and furniture is stored at the Surplus warehouse and available to be redistributed to any Mason department. Departments are prohibited from abandoning (e.g., throwing in the trash, leaving in the hallway) or donating (e.g., taking to Goodwill, giving to a local school) equipment. If equipment is no longer needed, the department must declare the item for Surplus. Instructions are available here https://fiscal.gmu.edu/equipment/dispose-equipment/.

Mandatory Vendors

Mason has established mandatory contracts for certain procurement categories. A mandatory vendor must be used when purchasing the goods described below.

Business Cards


Embroidery Services

The Purchasing Department has established several contracts with vendors to provide embroidery services. For embroidery printing, users should contact the vendor(s), referencing the corresponding contract number, to determine job pricing and then complete the steps to purchase. Procedures are available at https://fiscal.gmu.edu/wp-content/uploads/2018/11/Embroidery-Contracts.pdf.

Furniture

Prior to purchasing any furniture, the department is required to contact Campus Planning for review and approval of the purchase. Campus Planning must assess furniture purchases to ensure adherence with University Design Standards, to ensure interchangeability, and to ensure orders are processed with VCE in order of urgency. Please email Debbie Brady at dbrady3@gmu.edu for review and approval of your furniture order prior to submitting an eVA requisition.

Department representatives must issue an eVA purchase order to Virginia Correctional Enterprises (VCE) for all furniture purchases. Departments may not purchase furniture from any other source. If furniture from a vendor other than VCE is required, a VCE Release Request, or waiver, must be submitted and approved prior to purchase. The approved VCE Release Request and an eVA order should be submitted to the Purchasing Department for all furniture purchases at any
dollar amount, including those less than $2,000. *Sit-Stand desk purchases do not require a waiver. Ordering information is available* at [https://fiscal.gmu.edu/knowledge-base/sit-stand-desks/](https://fiscal.gmu.edu/knowledge-base/sit-stand-desks/).

**Office Supplies**

The Supply Room Companies is the mandatory vendor for office supplies. Supplies routinely used in offices and classrooms at Mason are considered office supplies. These items may only be purchased from the Supply Room Companies (TSRC). There is a Mason PunchOut catalog available in eVA for quick ordering. Examples include:

- Batteries (AAA, AA, C, D and 9Volt used in office and classroom equipment)
- Binders and dividers
- Calendars
- Desk organizers and baskets
- Envelopes and stationary
- Erasers, correction fluid and correction tape
- Folders such as file, pocket, hanging and portfolio
- Index cards
- Labels and label makers
- Paper fasteners such as paper clips, binder clips, staples and staplers
- Paper products such as post-it notes, pads of paper, legal pads and steno pads
- Pencil sharpeners
- Printer cartridges and toner
- Tape and tape dispensers
- Writing instruments such as chalk, markers, highlighters, pens and pencils

To purchase an office supply item not stocked by The Supply Room Companies from a vendor other than The Supply Room Companies, except in an emergency situation, complete and submit the **Office Supply Waiver** to the Purchasing Department for review and approval prior to purchase. The Office Supply Waiver may be found on the **Forms and Instruction** page of the Fiscal Services website.

**Printing Services**

The Purchasing Department has established several contracts with vendors to provide printing service. For printing services, users should contact the vendor(s), referencing the corresponding contract number, to determine job pricing and then complete the steps to purchase. Procedures are available at [https://fiscal.gmu.edu/wp-content/uploads/2018/11/Printing-Contracts.pdf](https://fiscal.gmu.edu/wp-content/uploads/2018/11/Printing-Contracts.pdf)

**Promotional Items**

The Purchasing Department has established several contracts with vendors to provide promotional items. These vendors have been approved to use the Mason logo and provide competitive contract pricing for many items. For promotional items, users should contact the vendor(s), referencing the corresponding contract number, to determine job pricing and then complete the steps to purchase. Procedures are available at [https://fiscal.gmu.edu/purchasing-promotional-items/](https://fiscal.gmu.edu/purchasing-promotional-items/).

**T-Shirt Screen Printing**

The Purchasing Department has established several contracts with vendors to provide t-shirts/screen printing. These vendors have been approved to use the Mason logo and provide competitive contract pricing. For T-Shirt screen printing, users should contact the vendor(s), referencing the corresponding contract number, to determine job pricing and then complete the steps to purchase. Procedures are available at [https://fiscal.gmu.edu/wp-content/uploads/2017/07/TShirt-ordering-procedures.pdf](https://fiscal.gmu.edu/wp-content/uploads/2017/07/TShirt-ordering-procedures.pdf).
Specialized Purchases

In addition to the procedures for Mandatory vendors, there are several types of specialized purchases that require additional action by the department. A description of these services and corresponding procedures are listed below.

Administrative Systems/Applications

Please note that the procurement of administrative systems/applications (including software, systems, applications and some online/electronic databases) must be reviewed and approved by the Architecture Standards Review Board (ASRB) in advance of purchase. The Purchasing Department will not approve any purchase of administrative systems/applications without evidence of ASRB approval attached to the purchase request in eVA. Administrative systems/applications are defined as software, hardware or hosted services provided by a vendor or developed internally that are used to store regulated data. The forms and instructions are available at [http://ascreview.gmu.edu/](http://ascreview.gmu.edu/).

Mason Bookstore

The Mason Bookstore (Barnes & Noble) is authorized to accept the P-Card for departmental purchases of allowable items costing less than $2,000. The university encourages the use of a P-Card whenever possible. An eVA Confirming Order is NOT required when making an over-the-counter purchase at the Mason Bookstore. Over the counter purchases made with a P-Card should be noted as “exempt” in the “eVA Order or exempt” allocation box in Bank of America Works. Please note that all mandatory contracts and policies apply. Gift cards may not be purchased through the Mason Bookstore.

Computer Equipment and Software

All computer equipment and software, except for Site Licensed Software, will be procured in accordance with the purchasing guidelines described above. For Site Licensed software, departments should inquire with ITS by email to support@gmu.edu. A listing of IT Software downloads is available at [https://itservices.gmu.edu/downloads/index.cfm](https://itservices.gmu.edu/downloads/index.cfm). Additional information related to computer equipment purchases may be found on the Computer Purchase Guide.

Prior to the purchase of any new software, system or application, that will reside on Mason equipment (servers, computers, electronic devices, etc.) or interact with any other Mason systems or software, regardless of dollar value, the department must alert the Mason Architectural Standards Review Board (ASRB). The ASRB will advise the department if the software/system/application will require an ASRB review or other Information Technology Service (ITS) review. Users may email asrb@gmu.edu to determine if the system/software requires this review prior to purchase. If a review is required, you must attach your ASRB approval to the purchase requisition in eVA prior an order being placed.

The Internal Revenue Service (IRS) regulations state that payments to foreign vendors for software and licensing fees are considered royalty income and are taxed at the 30% statutory rate, unless the reduced rate applies. Please contact the International Tax Office prior to purchasing software/licensing from foreign vendors.

Consulting Services

When purchasing academic or research consulting services greater than $2,000 but less than $50,000, the following steps must be followed:

1. An eVA Purchase Requisition is required. If the consultant will be paid over an extended period of time, the entire amount the consultant is expected to receive should be entered as the total amount. For example, to pay a consultant $1,000 per month for one year, the total amount of the eVA Requisition should be $12,000.
2. The consultant or contractor must provide a Proposal for Service. This statement of work should include a price quote and all expenses, including travel, if applicable.
3. The Cost/Price Analysis for Contracted Services form must be completed and attached to the eVA Requisition.
4. The Employee/Contractor Evaluation must also be completed and attached to the eVA Requisition. This form is used only for individuals, not companies.

5. If George Mason University has not paid this contractor or consultant in the past, the contractor or consultant must submit a substitute W-9 form for tax purposes before the purchase order will be issued.

If the academic or research consulting services cost $50,000 or more, the same five steps above must be completed along with a potential sixth step. If a particular consultant is the only one who is qualified to perform the services and competition is impracticable or unavailable, a Sole Source Procurement Approval Request must be completed. A statement of work to include a written quote must accompany all sole source requests. The Sole Source Procurement Approval Request form may be found on the Forms and Instructions page of the Fiscal Services website. Expenditures of $2,000 or more from any fund that begins with a "2" require OSP approval and consultants or contractors must complete a substitute W-9 form before the purchase order is issued.

Food and Beverage

Commonwealth of Virginia rules generally prohibit the use of state funds to purchase food and beverages for employees. Mason has a public obligation to ensure that all expenditures are essential and reasonable and in support of the university mission. As such, state rules prohibit the use of state funds for employee personal expenses, including meals, snacks and refreshments. Please visit, University Policy 2102, Food and Beverage Expenditures, to review the policy for all George Mason University employees, students, organizations and individuals.

A separate manual on Food and Beverages Expenditures is available on Fiscal Services website as well as a Food and Beverage Overview. Training sessions are available periodically to present information related to the procedures for purchasing food and beverages. Upcoming sessions are listed at workshops.gmu.edu. Questions regarding these expenditures should be addressed to Accounts Payable at ext. 3-2580.

Gift Cards for Research Subject Payments

Gift cards may only be purchased specifically for research subject payments in accordance with the Institutional Review Board (IRB). Academic Units may purchase gift cards for research subject payments using a Mason P-Card. The gift cards must be physically secured at all times by lock and key. All purchases must comply with Fiscal Policy and procedures for eVA/P-Card. The Academic Dean/Department Head is responsible for establishing and maintaining internal control procedures for their unit. Refer to the Gift Cards for Research Subject Payments Guide.

Patriot Tech Purchases

Patriot Tech (eVA #VS0000038907, Barnes & Noble Booksellers, Inc.) is a registered vendor but does not offer a PunchOut Catalog in eVA. Orders to Patriot Tech may be processed in eVA as a Non-catalog order with a P-Card or a Non-P-Card order. If you are entering an eVA order you must obtain a quote from the Patriot Tech store (you can mail, call or visit in person to obtain a quote) and attach the quote, marked “visible to supplier”, to the Purchase Requisition (PR) in eVA. You must also include the Barnes and Noble contract ID (GMU-1115-14) in the “Contract Number” field when creating your eVA requisition. Click here for more information on submitting an eVA order. Individuals may provide a printed eVA purchase order (EP#) to Patriot Tech and pick up in stock items on-site.

Patriot Tech will accept the Mason P-Card on-site in the Johnson Center and is a supplier of Dell (Optiplex and Latitude) and Apple desktops/laptops. Over-the-counter purchases made on-site at Patriot Tech and paid with a Mason P-Card are exempt from eVA entry (no confirming order is required). See the Computer Purchase Guide for procedures.

Professional Services

These services are specifically defined in Virginia law as the practice of accounting, actuarial services, architecture, land surveying, landscape architecture, law, medicine, dentistry, optometry, pharmacy, and professional engineering. The
procurement of professional services requires competitive negotiation. Concurrence and/or approval from other State agencies may be required. Please contact the Purchasing Department for assistance regarding the procurement of professional services.

Sponsorships (Outgoing)

The Commonwealth Accounting Policies and Procedures (CAPP) Manual requires that the disbursement of State funds be paid to businesses or individuals who furnish goods and services that are considered essential to the operation of the university. As a result, Mason may provide an Outgoing Sponsorship to a non-Mason entity for an external event only if the sponsorship will result in a tangible benefit to the university.

Outgoing Sponsorships must:

- Align with and support the university mission
- Align with the university brand communications (logo, trademark, etc.)
- Provide a tangible benefit to the university that can be quantified financially (return on investment)

In most situations, a sponsorship represents a donation and as such is not appropriate for Mason funding. In limited circumstances, a sponsorship may provide clearly identifiable and quantifiable benefits to Mason. Requests may be submitted using the https://fiscal.gmu.edu/outgoing-sponsorships/online form.

Requests for sponsorships are subject to a review and evaluation of the exchange on a case-by-case basis. Requestors must assign a dollar value to any goods or services received. For example, if a sponsorship at a conference provides a waiver of the conference registration fee, the dollar value of the conference registration fee waived should be listed. When a sponsorship provides advertising for a Mason program, the dollar value of that advertising should be estimated based on comparable advertising pricing targeted to a similarly sized audience. The evaluation of this type of sponsorship may include a review of results of previous advertising to the targeted group.

Purchasing Procedures

All Mason departments utilize eVA; the Commonwealth of Virginia’s purchasing system. eVA allows units to create, route and issue purchase orders to internal approvers, the Purchasing Department and some registered vendors. Procurements under $2,000 are delivered directly to the department and are required to be “received” in eVA. Procurements over $2,000 are received centrally and then delivered to the department. The university is assessed a fee for orders that are not placed through the eVA system. Detailed information and guidelines related to processing orders in eVA are available in the Basic eVA Purchasing Manual.

Mason faculty and staff may purchase goods and services costing less than $2,000 from any eVA listed vendor unless the purchase falls under a mandatory contract (See Mandatory Vendors above). A searchable listing of current vendors is available on the eVA home page, http://www.eva.virginia.gov/, by selecting “eVA Vendor List” under the “Transparency” heading. Vendors are identified as self-registered (the vendor has registered with eVA) or state- entered (the vendor has been paid by Mason or another state agency in the past.) A vendor not found on this list is an un-registered vendor. To make a purchase from an un-registered vendor please follow this guide. Vendors may join eVA by following the “Register Now” instructions on the eVA home page http://www.eva.virginia.gov/.

Purchases under $2,000

The department may complete a purchase by:

- Submitting an eVA purchase order. A Purchasing Charge Card (P-Card) may be used as payment in eVA when accepted by a vendor. In all other cases, the vendor/department will submit an invoice to the Accounts Payable
department noting the eVA purchase order (EP#). An eVA order is not required for the specific procurement types listed under Purchases Exempt from eVA Procurement below.

- **Using a P-Card** to make over-the-counter purchases for goods and services. Orders placed over-the-phone or directly through a vendor’s website must be entered into eVA as a Confirming Order, immediately after the purchase. (Not required for Purchases Exempt from eVA Procurement – see below).
- **Submitting a Payment Request Form** to Accounts Payable. This form is only authorized for certain prepayments and reimbursements. This is the least desirable payment option. (See Payment Request Form instructions).

**Purchases between $2,000 and $5,000**

The department must complete an eVA order. Once approved at the department level it is submitted to the Purchasing Department. Purchases that do not require special review have an administrative lead-time of approximately two days. Orders that require assignment to a Purchasing Buyer due to contracting review have an administrative lead-time of approximately five days. No further action is required by the unit if the vendor accepts “electronic orders” through eVA; however, if the vendor is a “print vendor” and does not accept electronic orders through eVA, the department must send the vendor a copy of the Purchase Order (EP#). Additionally, if an invoice is attached to the order, the department must forward the invoice to acctpay@gmu.edu for processing.

**Purchases over $5,000**

The department must complete an eVA order. Once approved at the department level it is submitted to a Purchasing Department Buyer for review and issuance to the vendor. The Purchasing Department Buyer will submit the order to the vendor directly.

**Open Commitments**: When a purchase order is issued in eVA, an encumbrance in created in Banner Finance. University personnel responsible for departmental budgets must carefully track open commitments. For purchases less than $2,000 the encumbrance may be removed by the unit purchaser when he/she selects “yes” in the “Close Order” section of the Receiving screen in eVA. Requests to close encumbrances in Banner should be made 30 days in advance to the Purchasing Operations Specialist by email: enclose@gmu.edu; please include 1) PO# 2) Remaining Balance and 3) Name of the Vendor

| An eVA Purchase Order must be completed BEFORE the items are ordered or services are rendered (except for eVA Confirming Orders). |

**Purchases Exempt from eVA Procurement**

1. Individual travel and lodging.
2. Registration fees for conferences.
3. Small over-the-counter purchases made with the P-Card. Purchases must be made at the site of the sale and picked up by the cardholder. This DOES NOT include orders places on the vendor’s website or by telephone.
4. Reimbursements (limited, see Reimbursement Guidelines)
5. Honorarium payments under $2,000 (total).
7. Postage (this includes mailing services such as FedEx and UPS).
8. Business Cards - may be purchased on-campus through Canon Solutions or online through Worth Higgins using the Mason P-Card. See Printing Contracts Quick Guide
9. Sodexo Catering – should be ordered through the online Catertrax application. Sodexo provides Mason’s on-campus dining and is the preferred caterer.
Purchases Exempt from eVA Fees – MUST BE PURCHASED THROUGH eVA

The items listed below are exempt from eVA fees (charged to Mason). These items must still be entered into eVA, however, the PO Category field should be changed to “X02” (instead of R01). This way eVA will not charge Mason a transaction fee for the purchase.

1. Professional organization membership dues.
2. Entertainment payments to: speakers, lecturers, musicians and performing artists. This DOES NOT include consultants, seminar facilitators or contracted workshop instructors.
3. Honorarium payments of $2,000 or more.
4. Accreditation fees and academic testing services.
5. Advertisements in newspapers, magazines, journals, radio or television.
6. Real estate leases.
7. Exhibition rental fees for exhibitions of historical artifacts or works of art.
8. Public utility payments (electric, natural gas, water sewer).
10. State Agency to State Agency payments.

eVA Orders Submitted to Purchasing

Departments should submit accurate and complete information on the eVA order to enable processing by the Purchasing Department Buyer. The following information is necessary to process purchase requests:

- Adequate specifications and/or drawings
- Quantity to be procured
- Specific required delivery or completion date
- Fund/org code to be charged
- Electronic approval
- Suggested vendor
- Estimated total purchase cost
- Special delivery location instructions (Please note that orders may only be sent to a Mason address. Orders sent to a non-business location require a justification in the comments section)

NOTE: When Buyers from the Purchasing Department have questions about a requisition, they will routinely contact the eVA order initiator. If a Buyer should contact another faculty or staff member regarding order specifics, the appropriate contact information (name, telephone number and email address) should be provided in the “Comments” area of the eVA order.

eVA Training and Resources

A hands-on training workshop, Basic eVA Purchasing, is offered by Fiscal Services to provide employees with the procedures to access and complete orders utilizing eVA. Scheduled sessions are listed at http://workshops.gmu.edu/.

The Basic eVA Purchasing Manual is a complete guide to purchasing goods and services through eVA. Additional resources for utilizing eVA are available on the Fiscal Services page under Manuals and Training Materials.

The Purchasing Charge Card (P-Card)

The Commonwealth of Virginia has a contract with Bank of America that allows state agencies to purchase items directly from vendors using the Purchasing Charge Card (P-Card). The P-Card is the preferred payment method for purchasing items in eVA. Please see instructions for adding a P-Card to eVA.
All departments should be aware of the policies, procedures and trainings requirements for utilizing a P-Card. Training requirements, schedules and registration information is available at https://fiscal.gmu.edu/training/attend-a-classroom-course/. The P-Card Manual and additional information may be found on the Manuals and Training Materials webpage. Faculty members are encouraged to utilize the information on the Financial Transactions for Faculty webpage that provides information more specifically tailored to faculty needs.

**Highlights:**

- The P-Card may be used to purchase items costing less than $2,000
- The P-Card information may be entered into eVA. Once entered in eVA, the P-Card becomes the default purchase method.
- The state encourages use of the P-Card for all transactions with vendors who accept it
- Over the counter P-Card purchases, i.e., those made at the site of sale and picked up by the individual cardholder, are exempt from eVA procurement. Purchases made by telephone or on a vendor’s website must be entered in eVA as a confirming order.
- Employees with a single P-Card may charge more than one fund or org during the electronic allocation process
- Employees may use the P-Card to charge grants and contracts
- The P-Card may be used to purchase common carrier transportation (airline, train, and bus tickets) and to pay conference registration fees for business travel
- Paperwork is reduced (no additional Receiving is required in eVA)
- Payment to vendors is expedited

For questions regarding the P-Card, contact Mason’s P-Card Program Administrator at ext. 3-2580.

**Reimbursements**

There are limited circumstances in which a personal payment (cash, credit/debit card) is the appropriate method to conduct university business. Most purchases must be made through eVA and/or with a Mason P-Card.

Eligible reimbursement expenditures are limited to:

- Emergency office supplies while traveling on university business
- Postage, shipping or photocopying
- Business meals (reimbursed on F&B form)
- Entry fees
- Student event supplies (including food/beverage)
- Research Subject Participants
- Other expenses when approved, in writing, by Purchasing or Accounts Payable

Purchases not eligible for reimbursement should be purchased by using a Mason P-Card or eVA order. Examples of purchases where the Mason P-Card or an eVA order should be used are:

- Routine office supplies to include printers, toner, paper etc.
- Computers, monitors or accessories
- Computer software
- Magazines, periodicals, or books
- Any payment to an individual for the performance of services
- Routine food and beverage with the exception of business meals
• Grocery stores/department stores/wholesale clubs
• Consulting Services
• Academic Testing Fees
• Employee Training Course Fees
• Lab Supplies
• Storage Facility Leases
• Space Rentals
• Equipment Rental

Any travel related expenses should be submitted as a reimbursement through the TRS and not through the Payment Request form. The P-Card is the preferred payment method for conference registrations. Travelers may have their conference registration expenses reimbursed through the TRS or a pre-payment may be sent directly to the vendor on their behalf by completing a Payment Request form.

Eligible reimbursements may be requested by completing the Payment Request form or the Food and Beverage form. The appropriate form and itemized receipt must be submitted to Accounts Payable within 60 days of the purchase date.

Payment Request Form

The Payment Request form may be used to facilitate and expedite requests for advanced payments or eligible personal reimbursements when an eVA order or Mason P-Card is not accepted.

The Payment Request form may be used for the following items:
• Conference registrations (pre-paid directly to the vendor)
• Items eligible for personal reimbursement (listed above)
• US Dept. of Homeland Security or US Postal Service payments
• Other: requires pre-approval by the Purchasing Department. Email your request and provide relevant information to purch1@gmu.edu.

Instructions for Completing a Payment Request

The Payment Request form is available on the Fiscal Services website (http://fiscal.gmu.edu) under the heading “Policy & Communication” - “Forms & Instructions.” Step-by-step instructions for using this form are listed below and are available on the Reimbursement Guidelines.

Optional Tracking Number: Use this field to match accounting records to your source documents. You may use any alpha or numeric system you choose.

Use of this form: The appropriate box must be marked to indicate the type of payment being requested. If the payment requested is not one of the types listed, the Payment Request form should not be used. You may call Accounts Payable at 3-2580 with any questions.

Payee Information - Payee: Enter the name as it should appear on the check.
Address: Enter the address to which the check will be mailed.
G#: Enter the G#. First-time payees must complete and attach the substitute W-9 form.
Contact Information - Requestor: Enter the name of the person Accounts Payable may contact.
Tel: Enter Mason telephone number
Dept. Name: Enter the name of the Mason department.
MSN: Enter department Mail Stop number
Date Submitted: Enter the date submitted to Accounts Payable
Date Required: If there is a deadline for the vendor to receive the check, such as an “early bird” registration discount, enter the date here. Otherwise, leave this line blank.
Check the box that applies: Check appropriate box for check distribution.
Check the appropriate box related to immigration status of payee:

- If the payee is a nonimmigrant visa holder or the payment is made on behalf of a nonimmigrant visa holder and the activities are conducted in the United States, indicate visa status and send the Payment Request form to International Tax, MS4B2. Contact the International Tax Coordinator at ext. 3-5223 or inttax@gmu.edu for additional information regarding payments to nonimmigrant visa holders.
- If the payee is a non-U.S. citizen OR nonimmigrant visa holder and activities are conducted outside the United States, send the Payment Request form and the Statement for Services Completed Outside the U.S. to International Tax, MS 4B2. Contact the International Tax Coordinator at ext. 3-5223 or inttax@gmu.edu for additional information.

Nature of Expenses: Describe the purpose of the expenditure. Include all information needed to justify the expenditure as a bona fide use of state funds and/or why the expenditure is necessary in carrying out a university task or function.

Enter Fund/Org and Account codes: Unit fund/org and correct account code to be charged. Search the list of Expenditure Account Codes with definitions and examples. Activity Code - This code requires pre-approval. Only enter the activity code if applicable.
Amount: Enter the amount of the request in U.S. dollars and cents. Virginia sales tax is usually not a reimbursable expense. Please see “Points to Remember” below for more information.

Signature Requirements
Reimbursement: If the request is for reimbursement the employee or student being reimbursed must sign on line 1; The fund/org approver must sign on line 2; The supervisor of the payee requesting reimbursement must sign on line 3 if payee is the fund/org approver.

Other advance payments: For payments other than reimbursements, the fund/org approver may sign on either line 1 (if he/she is completing the form) or line 2. It is not necessary for an approving official to sign on both lines.

Signature Cards: All persons signing as fund/org approvers must have a signature card on file in Accounts Payable for the fund/org being charged. Contact 3-2580 with any questions.

Distribution: Send the original Payment Request form and any required attachments to Accounts Payable at MSN 3C1. A copy should be kept for department records. For reimbursements over $5,000 related to a fund that begins with “2”, payment requests must be sent to the Office of Sponsored Programs for approval.

Important Points to Remember
- Direct Deposit of the reimbursement is strongly encouraged. Direct deposit is initiated through Banner Self Service in order to expedite the reimbursement request. Please see the Direct Deposit Setup for instruction on adding banking information. Only one Accounts Payable direct deposit may be setup for travel and other reimbursement requests.
- Conference registrations paid directly to vendor: If there is a due date for early registration discounts, note this date on the Payment Request form under “Date Required” line. Accounts Payable will expedite the payment to receive the discount. Please allow at least ten working days to process the payment. (Note: Before preparing a
Payment Request form, determine if the conference will accept the P-Card. This will be the easiest way to pay the registration and the quickest way to obtain the discount.


### Honorarium Payment

An honorarium is a one-time payment for a special, non-recurring activity or event for which a fee is not legally or traditionally required. There is no contract, the fee is not set or negotiated by the recipient, and the honorarium may not be paid to a third party (corporation, business or partnership). If payment is negotiated and agreed upon, it is considered a contractual agreement and should be processed as a payment for personal services, not an honorarium.

#### Traditional Honoraria

A traditional honorarium is paid to an individual, who is not a Mason employee or current Mason student. Traditional honoraria are typically paid to persons of scholarly or professional standing with the intent of showing good will and appreciation for giving a speech. A speech is a public address, oration, or other form of oral presentation (including participation in a panel, seminar or debate).

#### Operational Honoraria

An operational honorarium is paid to an individual, who is not a Mason employee, for an activity that supports Mason operations. Operational honoraria are typically paid to individuals (including current Mason students) with the intent of showing appreciation for participation in university education, research or public service activities.

### Instructions for Completing an Honoraria

Honoraria payments for less than $2,000 are exempt from eVA procurement and may be processed through Accounts Payable with the **Honorarium Payment Request**. Honoraria payments for $2,000 or more must be submitted through eVA purchase requisition (PR#) and approved by a buyer in the Purchasing Department. The individual receiving the honorarium must have a Mason G#. If the individual does not have a G#, a new substitute W-9 must be completed and sent to papadmin@gmu.edu before a payment can be processed. Use the **G# lookup** prior to requesting the substitute W-9 from the individual. (VPN access is required for G# lookup.)

All traditional honorarium payments, regardless of the dollar amount, to visitors who are U.S. citizens or Permanent Residents must be reported to the Internal Revenue Service. U.S. citizens and Permanent Residents will receive an IRS Form 1099-MISC. Non-U.S. citizens will receive an IRS form 1042-S and a thirty percent (30%) tax may be withheld from all payments unless the individual is eligible to claim a tax treaty exemption. The unit should consider the thirty percent tax when calculating the total payment amount of the honorarium. In some cases it may be appropriate to increase the honorarium payment to absorb the tax assessment. Refer to the [Procedures for Honorarium Payments to Foreign Nationals](http://fiscal.gmu.edu/wp-content/uploads/2016/09/SalesTaxPreparedFood.pdf).

### Participant Support Allowance Payment

A participant support allowance payment is provided to help defray personal expenses such as meals, incidental and minimal transportation costs incurred by a participant. A participant is a non-Mason employee who is a recipient of a service or training session associated with a workshop, conference, seminar, symposium or other information sharing activity funded by a sponsored award. Participant support allowance payments are authorized only when a sponsor includes a specific budget category for participant support costs.
Participant support allowance payments are processed in Accounts Payable with a Request for Participant Allowance Payment. An eVA order is not required. Only a fund number (not an organization number) may be charged. Departments intending to reimburse foreign participants should review procedures for Scholarship and Fellowship Payments to Foreign Nationals before completing the request and while visitors are physically present in the United States. Additional information is available in the Request for Participant Support Allowance Payment Instructions.

Revenue Refunds

Sometimes revenue must be refunded to an individual or organization after it has been deposited. George Mason University has developed a Revenue Refund form to request checks for this purpose. This form should be used for all Revenue Refund requests. The Revenue Refund form is available on the Fiscal Services web site (http://fiscal.gmu.edu) under “Forms & Instructions.”

Instructions for Completing a Revenue Refund

Optional Tracking Number RR __. This is an optional number that may be assigned by the person completing the form. If a number is entered, it will appear in the detail transaction report in the COMM REF column. Any numbering system may be used.

Invoice Number (internal use only). This is for Accounts Payable or Student Accounts to assign an invoice number to the transaction.

Make Check Payable To. Enter the name and address of the refund recipient. If the SSN or FIN is known, entering it in this section will expedite the payment process. Complete a separate form for each payee; multiple payees may not be combined on a single revenue refund form.

Date Submitted and Date Required. Enter the date submitted on all Revenue Refund forms. If there is a deadline for receipt of the check, enter that date here; otherwise, this line may be left blank. Revenue Refunds are normally processed within 10 business days or less.

Requesting Department/Organization. Enter the requesting department name, and the name, mail stop number, and telephone number of the person Accounts Payable should contact if there are any questions about the revenue refund request.

Fund/org Number, Account Code, Amount. Revenue refunds must be processed as offsets to the fund/org and revenue account codes originally credited. The fund/org number(s) and account code(s) entered here must match those that were credited when the original deposit was recorded. Refer to the copy of the Cash Receipt, the Detail Transaction Report, or Banner Self Service Budget Status report to obtain this information.

Description. Enter a brief reason for the request for a revenue refund. If there is a particular university policy that authorizes this refund, enter the name of the policy here.

Amount. Enter the amount of the revenue refund request.

Supporting Documentation. Revenue Refund requests must include one of the following as supporting documentation:

1. A copy of the original, validated Cash Receipt form, or
2. A copy of an accounting report confirming the original deposit to the fund/org entered on the request. A printout from Self Service or E-Print will suffice.
3. Other documentation, as applicable. Please explain in the space provided on the form. First time payees who are not employees or students must complete and sign a substitute W-9 form, available on the Fiscal Services website under “Forms & Instructions”. Fax copies are acceptable. Attach this form to the completed Revenue Refund.

Signature Requirements. Revenue Refund requests must be signed by the person completing the form and an approving official for the fund/org being charged. Approving officials must have a signature card on file in Accounts Payable.

Submitting Revenue Refund forms. Completed forms with original signatures should be sent to Accounts Payable at MSN 3C1. Accounts Payable cannot process faxed requests. A copy of the form should be retained for department records.
### Purchasing Resources

<table>
<thead>
<tr>
<th>Unit</th>
<th>Email</th>
<th>Extension</th>
<th>Mail Stop</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable: Payment Requests, Food &amp; Beverage Expenditures</td>
<td><a href="mailto:acctpay@gmu.edu">acctpay@gmu.edu</a></td>
<td>3-2580</td>
<td>MS 3C1</td>
</tr>
<tr>
<td>International Tax Office</td>
<td><a href="mailto:inttax@gmu.edu">inttax@gmu.edu</a></td>
<td>3-2969</td>
<td>MS 4B2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3-5223</td>
<td></td>
</tr>
<tr>
<td>Office of Sponsored Programs</td>
<td></td>
<td>3-4806</td>
<td>MS 4C6</td>
</tr>
<tr>
<td>Purchasing Charge Card</td>
<td><a href="mailto:pcardadm@gmu.edu">pcardadm@gmu.edu</a></td>
<td>3-2580</td>
<td>MS 3C5</td>
</tr>
<tr>
<td>Purchasing Department</td>
<td><a href="mailto:purch1@gmu.edu">purch1@gmu.edu</a></td>
<td>3-2580</td>
<td>MS 4B2</td>
</tr>
<tr>
<td>Training Office</td>
<td><a href="mailto:jadams15@gmu.edu">jadams15@gmu.edu</a></td>
<td>3-5966</td>
<td>MS 4B2</td>
</tr>
</tbody>
</table>

### Purchasing-related Websites

- **eVA**
  - [https://eva.virginia.gov/](https://eva.virginia.gov/)
- **Expenditure Account Code look-up**
  - [http://fiscal.gmu.edu/expenditure-account-codes/](http://fiscal.gmu.edu/expenditure-account-codes/)
- **Fiscal Services**
  - [http://fiscal.gmu.edu/](http://fiscal.gmu.edu/)
- **Information for Vendors to self-register in eVA**
- **NIGP Code look-up – eVA**
- **Vendor Search – eVA**
Appendix A

University Policy Number 2106
Categorized: Financial
Responsible Office: Fiscal Services, Purchasing

Policy Procedure:

- Detailed procedures are available in Purchasing Made Easy and Basic eVA Purchasing on the Fiscal Services website at: http://fiscal.gmu.edu.
- Related Law & Policy:
  - The Restructured Higher Education Financial and Administrative Operations Act (Virginia Code § 23.1-1000 et seq.)

I. SCOPE

This policy applies to all George Mason University faculty, staff, and students including all University locations, owned and leased.

II. POLICY STATEMENT

As an Agency of the Commonwealth of Virginia, George Mason University has a public obligation to perform its procurement in accordance with the intent of the laws of the Commonwealth. The intent of the Virginia General Assembly is set forth in the “Rules Governing Procurement of Goods, Services, Insurance and Construction by a Public Institution of Higher Education of the Commonwealth of Virginia,” §3.0 of the second enactment clause of Chapters 824 and 829 of the 2008 Acts of Assembly of Virginia. Elements of intent include: that Agencies obtain high quality goods and services at a reasonable cost; that competition be sought to the maximum extent possible; that all qualified vendors have access to public business; and that procurement procedures be conducted in a fair and impartial manner. It is further the intent of the Virginia General Assembly that the provisions of the Governing Rules apply in all cases where there is to be a contract between a governmental body and a nongovernmental body, regardless of the source of funds by which the contract is to be paid or in the absence of any monetary consideration flowing to either party.

The Board of Visitors of George Mason University amended its Bylaws on December 7, 2005, to add specific guidance regarding all contractual agreements entered into by any Official of the University. Specific signature authority is vested in the President and the Senior Vice President. Further delegation of this authority to contractually obligate the University must be provided in writing.

It is the policy of the University to contribute to the establishment, preservation and strengthening of small businesses and businesses owned by women and minorities and to encourage their participation in procurement activities. The University encourages contractors to provide for the participation of small businesses and businesses owned by women and minorities through partnership, joint ventures, subcontracts, or other contractual opportunities. The University is committed to the stewardship of the environment and to reducing the University’s dependence on non-renewable energy.

III. RESPONSIBILITIES

A. Purchasing Goods and Services

Goods and services that cost less than $2,000 may be purchased by individuals with account responsibility and their designees. Mandatory contracts for purchasing all furniture, office supplies, and others, as designated by the Purchasing Department, must be honored. In addition, all staff will assist in the standardization of purchases for commonly

March 2019

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procured goods and services by utilizing institution-wide contracts, where available. The Purchasing Department is responsible for purchasing and leasing all goods and services for the University that cost $2,000 or more, except: 1) those associated with the Capital Outlay process and 2) real estate rentals and leases. Capital Outlay procurement is the responsibility of Facilities Planning (construction/architectural). University Counsel has the sole responsibility to negotiate real estate rentals and leases and any changes to existing rentals and leases.

B. Contract Administration
A Contract Administrator will be designated to monitor and support contracts for delivery of goods and services which occur over an extended time period. The contract administration process delegates authority, which allows for direct communications between the representative of the University receiving the goods/services and the vendor, with the aim of facilitating and verifying desired performance standards. Active contract administration and written, annual evaluation of vendor performance are the cornerstones of effective outsourcing. Contract Administrators are restricted from making any commitment or conducting any negotiations which change the scope of the contract or may result in modified financial expenditure. Members of the Purchasing Department are available to consult with Contract Administrators on any matter, and must become involved to issue written change orders and renewals, and to formally address performance shortcomings, non-renewals and contract terminations.

IV. COMPLIANCE
Failure to comply with this policy may result in revocation of delegated purchasing authority by the Chief Purchasing Officer.

All persons engaged in purchasing activity equal to and greater than $2,000 will have a letter providing specific levels of authority. In the absence of such written authorization, University faculty, staff, and students are not permitted to sign contracts or make obligations on behalf of the University to a private vendor. Such actions taken without proper authority will be considered taken at personal financial risk.

V. EFFECTIVE DATE AND APPROVAL
The policies herein are effective July 1, 1999. This Administrative Policy shall be reviewed and revised, if necessary, annually to become effective at the beginning of the University’s fiscal year, unless otherwise noted.
## Appendix B


### Purchasing Snapshot

<table>
<thead>
<tr>
<th>Dollar Value</th>
<th>Category</th>
<th>Is a competitive, noniscriminating purchase required?</th>
<th>Is the contract or agreement for the specific commodity and dollar value required?</th>
<th>How many written quotes are required?</th>
<th>How long must the process take?</th>
<th>Must orders directly from vendor?</th>
<th>How do I submit my request?</th>
<th>How long should I allow to process my request?</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;$50,000</td>
<td>Option 1: A one-time, non-competitive purchase from an identified source, conducted in person</td>
<td>No</td>
<td>When in possession of a written letter of delegation for the specific commodity and dollar value</td>
<td>One, when practicable</td>
<td>3-5 days</td>
<td>Yes</td>
<td>Email Procurement/Grants</td>
<td>N/A</td>
</tr>
<tr>
<td>$50,000-500,000</td>
<td>Option 1: A one-time or cumulative purchase request for a vendor already under contract for the item or service requested</td>
<td>No</td>
<td>When in possession of a written letter of delegation for the specific commodity and dollar value</td>
<td>One</td>
<td>5-10 days</td>
<td>Yes</td>
<td>Email Procurement/Grants</td>
<td>N/A</td>
</tr>
<tr>
<td>$500,000-5,000,000</td>
<td>Option 1: A one-time or cumulative purchase request for a vendor already under contract for the item or service requested</td>
<td>No</td>
<td>When in possession of a written letter of delegation for the specific commodity and dollar value</td>
<td>One</td>
<td>5-10 days</td>
<td>Yes</td>
<td>Email Procurement/Grants</td>
<td>N/A</td>
</tr>
<tr>
<td>$5,000,000-50,000,000</td>
<td>Option 1: A purchase from a vendor already under contract for the item or service requested</td>
<td>No</td>
<td>When in possession of a written letter of delegation for the specific commodity and dollar value</td>
<td>One</td>
<td>5-10 days</td>
<td>Yes</td>
<td>Email Procurement/Grants</td>
<td>N/A</td>
</tr>
<tr>
<td>$50,000,000-500,000,000</td>
<td>Option 1: A purchase from a vendor already under contract for the item or service requested</td>
<td>No</td>
<td>When in possession of a written letter of delegation for the specific commodity and dollar value</td>
<td>One</td>
<td>5-10 days</td>
<td>Yes</td>
<td>Email Procurement/Grants</td>
<td>N/A</td>
</tr>
<tr>
<td>$500,000,000-5,000,000,000</td>
<td>Option 1: A purchase from a vendor already under contract for the item or service requested</td>
<td>No</td>
<td>When in possession of a written letter of delegation for the specific commodity and dollar value</td>
<td>One</td>
<td>5-10 days</td>
<td>Yes</td>
<td>Email Procurement/Grants</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### Exceptions

- **$0-$10,000**
  - Goods or services assumed to be practicable or available for bid unless greater than $10,000 (see exception list)
  - No
  - When in possession of a written letter of delegation for the specific commodity and dollar value
  - One
  - N/A
  - N/A
  - 5-10 days

- **$10,000-$100,000**
  - Goods or services assumed to be practicable or available for bid unless greater than $100,000 (see exception list)
  - No
  - When in possession of a written letter of delegation for the specific commodity and dollar value
  - One
  - N/A
  - N/A
  - 5-10 days

- **$100,000**
  - SBA Deemed Practicable: Valide when there are absolutely no practicable or available for bid for any dollar level (see exception list)
  - No
  - When in possession of a written letter of delegation for the specific commodity and dollar value
  - One
  - N/A
  - N/A
  - 5-10 days

- **$500,000**
  - Emergency Purchasing: In the case of an emergency, a contract, may be awarded by the Purchasing Department without competition bidding or competitive negotiation; however, such procurement shall be made so as much competition as practicable under the circumstances.
  - When practicable
  - When in possession of a written letter of delegation for the specific commodity and dollar value
  - One
  - N/A
  - Yes, within 24 hours of request
  - N/A
  - Same Day

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1 Small, Woman and Minority-Owned Enterprise 2 Please note that the buyer may request additional quotes if he/she has determined market conditions warrant further competition

[Revised: 10/10/2014]