Basic eVA Purchasing

Presented by Fiscal Services
What is eVA?

- Electronic procurement system
- Mandated use by Commonwealth of Virginia
- Most transactions (except P-Card orders) integrates with Banner Finance and generate an encumbrance
- Primary tool to purchase goods and services except for…….
eVA Exemptions (page 1 of 2)

- Individual travel and lodging
- Registration fees for conferences
- Over the counter purchases using the P-Card (VISA). Made at the site of sale and picked up by the individual card holder
- Reimbursements
eVA Exemptions (page 2 of 2)

- Honorarium Payments less than $2,000
- Payments to US Department of Homeland Security
- Postage
- Wire Transfers
- Moving and relocation (except contracted moving van services)

- **Campus Vendors** (discussed later in the presentation)
## Contracted Moving Van Services

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Contact Info</th>
</tr>
</thead>
</table>
| Interstate                  | Mason's Team at Interstate  
Your Mason contact at Interstate:  
Mary Enright  
Phone: 703.226.3264  
Toll Free: 800.999.1001 ext. 3264  
Fax: 703.923.1601  
Email: Mary.Enright@invan.com |
| Kloke Group                 | Your Mason contact at Kloke Group:  
Donna Erickson  
Phone: 866.666.7679  
Email: derickson@kloke.com |
| Victory Van Corporation     | Your Mason contact at Victory Van Corporation:  
Dave Lenon  
Phone: 703.461.6455  
Email: lenon@victoryvan.com  
Akie Turner Phone: 703.461.6415 |

http://fiscal.gmu.edu/purchasing/move-relocate/
Order Entry Process

Method of Payment
- P-Card
- Accounts Payable

Vendor Status
- **Registered Vendor** (Self-Registered)
  - With a Punchout Catalog
  - Without a Punchout Catalog
- **State-Entered Vendor**
  - Previously paid by the State
- **Un-Registered Vendor**
  - Has never been paid by the State

*Quick Guides* – *step-by-step* order entry procedures based on order type
Un-Registered Vendors

- Must submit a W-9 before eVA purchase order may be submitted
- Forward to papadmin@gmu.edu
- eVA Support will create a G # for vendor
- G # entered in Accounting Details of the order process
Request for Taxpayer Identification Number and Certification

Form W-9
Department of the Treasury
Internal Revenue Service

Give Form to the requester. Do not send to the IRS.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:

- Individual/sole proprietor
- C Corporation
- S Corporation
- Partnership
- Trust/estate

- Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ►

- Other (see instructions) ►

Exemptions (see instructions):

- Exempt payee code (if any) __________
- Exemption from FATCA reporting code (if any) __________

Address (number, street, and apt. or suite no.)

City, state, and ZIP code

Requester’s name and address (optional)

List account number(s) here (optional)

Part I  Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II  Certification
Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and

3. I am a U.S. citizen or other U.S. person (defined below), and

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here
Signature of U.S. person ►

Date ►
Accounting Details Screen

NIGP Commodity Code: 

Non-Registered Vendor DUNS: 

Additional Data:

Bill To: George Mason University - Accounts Payable

ERP PO Number:

Accounting - by Line Item

Fund: (no value) [select]

Organization: (no value) [select]

Account Code: (no value) [select]

Activity Code: (no value) [select]
Before Starting an Order

- Determine desired vendor and items
- Open eVA home page http://eva.virginia.gov/
- Confirm from eVA vendor listing
  - Self-Registered/State-Entered?
  - Credit cards?
  - Electronic orders?
Where Innovation Is Tradition

Portal > eMall (Shop Now)

Knowledge Center

Alerts

UPS Freight Incentive - Reminder
UPS offers 73% off of list UPS Freight Rates which includes a $144.50 minimum charge. All Commonwealth of Vir.

Attention: New Contract available for Accounts Receivable staff
New vendors are available now under the Debt Collection Services contracts: E194-1488 Transworld Systems Inc. and E194-1489 Enterprise Recover Systems Inc.

Today's Office Solutions, Inc - available
Today's Office Solutions, Inc Punch-out Catalog is now available.

S&K Office Supply Punchout Catalog - available
S&K Office Supply Punchout Catalog is now available in the eVA eMail.

GOVERNMENT SCIENTIFIC SOURCE (GSS) has implemented a new punch-out catalog. Catalog created by Lakeia White
GOVERNMENT SCIENTIFIC SOURCE (GSS), (Small) SWAM vendor, has implemented a new punch-out catalog for Laboratory Equipment and Supplies. To access, or view Catalogs category. Perform a Keywords search for Government Scientific.

Micro Business List now available: 10/20/14
The Dept of Small Business and Supplier Diversity is now providing eVA with a complete list of Micro Businesses. These certifications have been loaded into eVA and available for download at the bottom of the eVA Home Page or you can...more More Alerts

Page 1 of 3 << < | 1 | 2 | 3 >> >
Screen 1: Requisition Header (1 of 3)

PR22886:

Enter the requisition title and change one or more of the other requisition fields if necessary. If you are creating the requisition on behalf of another user, that user's accounting, shipping, and delivery information apply.

Title:

On Behalf Of: Mua, G

Use PCard: [ ]

PCard number: gmua7456

Agency Code: 247

Fiscal Year: 2015

PO Category: (none selected)

Procurement Transaction Type: (none selected)

GMU Requisition Number:

Bypass ERP Integration: [ ]

Confirming Order; Do Not Duplicate: [ ]

Accounting Summary: View Accounting Information

My Labels: [ ] Apply Label...
Screen 1: Requisition Header (2 of 3)

PO Category

- R01 – Routine Purchase
- X02 – exempt from eVA fees
Exempt from eVA Fees

Purchase Category (PO) X02

- Entertainment
- Honorarium Payments over $2000
- Professional Membership Dues
- Subscriptions (one year at a time)
- Advertisements
- Accreditation Fees
- Academic Testing Services
- State Agency to State Agency
**Screen 1: Requisition Header (3 of 3)**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCard number</td>
<td>gmua7456</td>
</tr>
<tr>
<td>Agency Code</td>
<td>247</td>
</tr>
<tr>
<td>Fiscal Year</td>
<td>2015</td>
</tr>
<tr>
<td>PO Category</td>
<td>(none selected)</td>
</tr>
<tr>
<td>Procurement Transaction Type</td>
<td>20</td>
</tr>
<tr>
<td>GMU Requisition Number</td>
<td></td>
</tr>
<tr>
<td>Bypass ERP Integration</td>
<td></td>
</tr>
<tr>
<td>Confirming Order; Do Not Duplicate</td>
<td></td>
</tr>
<tr>
<td>Accounting Summary</td>
<td>View Accounting Information</td>
</tr>
</tbody>
</table>

Where Innovation Is Tradition
Screen 1: Requisition Header (3 of 3)

Procurement Transaction Type

• 10 – Equipment – Non-Technology
• 15 – Equipment – Technology
• 20 – Supplies – Non-Technology
• 25 – Supplies – Technology
• 30 – Non-Professional services – Non-Technology
• 35 – Non-Professional Services – Technology
• 40 – Professional Services (*Narrowly defined)

See website for list of examples:
http://fiscal.gmu.edu/training/obtain-training-materials/
Screen 1: Requisition Header

Title: *Lab Supplies*

On Behalf Of: Mua, G

Use PCard: 

PCard number: gmua7456

Agency Code: 247

Fiscal Year: 2015

PO Category: R01

Procurement Transaction Type: 20

GMU Requisition Number: 

Bypass ERP Integration: 

Confirming Order: Do Not Duplicate: 

Accounting Summary: View Accounting Information

My Labels: Apply Label...
Screen 2: Add Items

Search for Vendor’s **Punch-out Catalog**

- or -

Click on **Create Non-Catalog Item**
Screen 2: Add Items

Add items to the Non-Catalog Item screen.

PR22886: Lab Supplies

If you cannot locate the item you want in the catalog, request a non-catalog item using the fields below. Non-catalog items may take longer to...

Full Description: *Vinyl Gloves

NIGP Commodity Code: 20142 - Gloves: Latex, Plastic, PVC, Poly, Synt...

Supplier: PSS WORLD MEDICAL

Location: PHYSICIAN SALES AND SER!

Reg. Type: Self-Registered

Supplier Part Number: 50001

Contract List: Not On Contract

Supplier Auxiliary Part ID:

Quantity: 3

Unit of Measure: each

Price: $3.95000 USD

Amount: $11.85000 USD

Update Total
Screen 2: Add Items

You can continue adding items to the **Shopping Cart** by clicking the cart - then -

Click on **Checkout** when you finish adding items

### Screen 3: Line Item(s)

**Title:** Lab Supplies

**On Behalf Of:** Mua, G

**Use PCard:**

**PCard number:** gmua7456

**Agency Code:** 247

**Fiscal Year:** 2015

**PO Category:** RO1

**Procurement Transaction Type:** 20

**GMU Requisition Number:**

**Bypass ERP Integration:**

**Confirming Order: Do Not Duplicate:**

**Accounting Summary:**

**My Labels:**

---

**Line Items**

<table>
<thead>
<tr>
<th>No.</th>
<th>Type</th>
<th>Solicit</th>
<th>Description</th>
<th>Qty</th>
<th>Unit</th>
<th>Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>Vinyl Gloves</td>
<td>2</td>
<td>each</td>
<td>$3.95000 USD</td>
<td>$11.85000 USD</td>
</tr>
</tbody>
</table>

**Total Cost:** $11.85000 USD
Screen 3: Add Accounting Details

NIGP Commodity Code: [blank]

Non-Registered Vendor DUNS: [blank]

Additional Data:
Bill To: George Mason University - Accounts Payable [select]

ERP PO Number: [blank]

Accounting - by Line Item

Fund: (no value) [select]

Organization: (no value) [select]

Account Code: (no value) [select]

Activity Code: (no value) [select]
Order Submission & Payment

Orders are approved electronically before submission to the vendor:

Order Submission Methods – under $2,000

• Orders accepted **electronically**
  - Once approved, vendor receives order electronically

• Orders accepted **via fax/mail**
  - Once approved, initiator approves, prints and faxes/mails order to vendor

Order Submission Methods – over $2,000

• Orders assigned to a buyer in Purchasing
Denied Orders

- Approver
- Office of Sponsored Programs (OSP)
- Banner Integration Errors
  - Closed Fiscal Period
  - Fund/Org Security
  - No Vendor Match
  - Document Contains Error
- Denied orders returned to composing window
- Use History Tab to view reason for denial
- Initiator corrects, assistance from Purchasing
eVA Receiving Process

When items are received (Non-P-Card orders):

- Orders under $2,000
  - Receive electronically
- Orders over $2,000
  - Respond to A/P email to confirm receipt of items or email AP general mailbox with EP# and receipt confirmation (acctpay@gmu.edu)

It is **not** necessary to receive **P-Card orders in VA**; approval of the P-Card charges is completed through Bank of America Works online system
## eVA Receiving Process Cont.

**PR22152 - The Supply Room - Feb 20, 2014**

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request.

### Summary

**Title:** The Supply Room - Feb 20, 2014

**Use PCard:**

**PCard number:** gnuPCARD

**Agency Code:** 247

**Fiscal Year:** 2014

**PO Category:** RO1

**Procurement Transaction Type:** 20

**GNU Requisition Number:**

**Bypass ERP Integration:**

**Confirming Order; Do Not Duplicate:**

**Accounting Summary:** View Accounting Information

**My Labels:** Archive Items Apply Label...

### Line Items (2)

<table>
<thead>
<tr>
<th>No.</th>
<th>Type</th>
<th>Solicit</th>
<th>Order</th>
<th>Description</th>
<th>Qty</th>
<th>Unit</th>
<th>Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>☑</td>
<td>PCO10443</td>
<td></td>
<td>ECONVALU.CV,DR,BNDR;2' WHITE</td>
<td>4</td>
<td>each</td>
<td>$4.7000 USD</td>
<td>$18.8000 USD</td>
</tr>
<tr>
<td>2</td>
<td>☑</td>
<td>PCO10443</td>
<td></td>
<td>ECONVALU.CV DR,BND;1.5','WHITE</td>
<td>4</td>
<td>each</td>
<td>$4.0200 USD</td>
<td>$16.0600 USD</td>
</tr>
</tbody>
</table>

**Total Cost:** $34.8600 USD
eVA Receiving Process Cont.

Receipt RC15157: PCO10443 - The Supply Room - Feb 20, 2014

For a receipt, indicate the amount or quantity to accept or reject for each line item, and the date received. If you reject receipt line items, you must provide comments...

- Order ID: PCO10443
- Order Title: The Supply Room - Feb 20, 2014
- Supplier: SUPPLY ROOM
- Location: SUPPLY ROOM-PUNCHOUT
- Date: Mon, 24 Feb, 2014, 4:39 PM
- Processing Status: Receiving
- Optional Tracking Number:

<table>
<thead>
<tr>
<th>No.</th>
<th>Quantity</th>
<th>Description</th>
<th>Unit</th>
<th>Prev. Total</th>
<th>Accept/Return</th>
<th>Reject</th>
<th>Date Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>4</td>
<td>ECONVALU, CV, DR, ENDR, 2', WHITE</td>
<td>each</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>Mon, 24 Feb, 2014</td>
</tr>
<tr>
<td>2</td>
<td>4</td>
<td>ECONVALU CV, DR, BND, 1.5', WHITE</td>
<td>each</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>Mon, 24 Feb, 2014</td>
</tr>
</tbody>
</table>
eVA Receiving Process Cont.

Non-P-Card payment requests for

- Subscriptions
- Dues
- Service Contracts

Once approved, initiator immediately “receives” the item in eVA — AND — Sends invoice to A/P with EP# referenced
Looking for the EP# on ORDERED requisitions

<table>
<thead>
<tr>
<th>ID</th>
<th>Date Created</th>
<th>Status</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PR22409</td>
<td>6/5/2014</td>
<td>Composing</td>
<td>confirming order</td>
</tr>
<tr>
<td>PR22399</td>
<td>6/5/2014</td>
<td>Composing</td>
<td>office supplies 5-5-14</td>
</tr>
<tr>
<td>PR22300</td>
<td>4/10/2014</td>
<td>Composing</td>
<td></td>
</tr>
<tr>
<td>PR22341</td>
<td>4/10/2014</td>
<td>Composing</td>
<td>Purchasing Consulting Services, April 10, 2014</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$1,000.00000 USD</td>
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</tbody>
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<th>Title</th>
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<tbody>
<tr>
<td>PR2237</td>
<td>4/10/2014</td>
<td>Submitted</td>
<td>Fairfax Screen Printing/Jacket, 481301-74781, April 10, 2014</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$640.00000 USD</td>
</tr>
<tr>
<td>PR22307</td>
<td>4/10/2014</td>
<td>Submitted</td>
<td>Supply Room, office supplies,102006-74120</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$40.35000 USD</td>
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</tbody>
</table>

<table>
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<th>Status</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ID</th>
<th>Date Created</th>
<th>Status</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PR22419</td>
<td>6/5/2014</td>
<td>Ordered</td>
<td>Consulting Services Cindy Smith</td>
</tr>
<tr>
<td>PR22409</td>
<td>6/5/2014</td>
<td>Composing</td>
<td>confirming order</td>
</tr>
<tr>
<td>PR22399</td>
<td>6/5/2014</td>
<td>Composing</td>
<td>office supplies 5-5-14</td>
</tr>
<tr>
<td>PR22373</td>
<td>5/30/2014</td>
<td>Ordered</td>
<td>Office Supplies / May 30</td>
</tr>
<tr>
<td>PR22341</td>
<td>4/10/2014</td>
<td>Composing</td>
<td>Purchasing Consulting Services, April 10, 2014</td>
</tr>
<tr>
<td>PR22337</td>
<td>4/10/2014</td>
<td>Submitted</td>
<td>Fairfax Screen Printing/Jacket, 481301-74781, April 10, 2014</td>
</tr>
</tbody>
</table>
## PR22419 - Consulting Services Cindy Smith

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print this page for your records.

### Summary

- **Title:** Consulting Services Cindy Smith
- **Use PCard:**
- **PCard number:** gmutPCARD
- **Agency Code:** 247
- **Fiscal Year:** 2014
- **PO Category:** R01
- **Procurement Transaction Type:** 30
- **GMU Requisition Number:**
- **Bypass ERP Integration:**
- **Confirming Order; Do Not Duplicate:**
- **Accounting Summary:** [View Accounting Information]

### Line Items (1)

| No. | Type | Solicit | Order | Description                              | Qty | Unit | Price
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>EP10822</td>
<td>Consulting Services Cindy Smith</td>
<td>1</td>
<td>each</td>
<td>$1,000,000000 USD</td>
</tr>
</tbody>
</table>

### My Labels:

- [Apply Label...](#)
P-Card

• Preferred method of payment
• Default payment method once card is registered
• Uncheck **Use P-card** box in following cases:
  - Vendor does not accept credit card
  - Un-Registered Vendor Orders
• No integration with Banner Finance
• No receiving required
Confirming Orders

Confirming order is:

• Custom orders placed directly with a vendor, either over the phone or on the vendor’s website
• Record the purchase in eVA as single item
• Item must be entered in eVA immediately after the custom order has been placed

• **Check** the following boxes:
  ✓ Use P-Card box
  ✓ Confirming Order; Do Not Duplicate
Confirming Orders

PR22376: Confirming Order; Do Not Duplicate Books from Amazon.com for Professor Smith

Review your requisition, make changes as necessary, and submit the request for approval.

Summary

Title: Confirming Order; Do Not Duplicate Books from Amazon.com for Professor Smith

On Behalf Of: Mua, G

Use PCard: Yes

PCard number: gmua7456

Agency Code: 247

Fiscal Year: 2015

PO Category: R01

Procurement Transaction Type: 20

GMU Requisition Number:

Bypass ERP Integration: Yes

Confirming Order; Do Not Duplicate: Yes

Accounting Summary: View Accounting Information

My Labels: Apply Label...
Hands-On Demonstrations

- Noncatalog Order
- Punchout Catalog Order (Supply Room)
- Un-registered Vendor
  - Copy Feature
- Confirming Order
- History Tab
  - Error Messages
On-Campus Vendors

• Patriot Computers
  • Will not accept VISA
  • Use Patriot Computer Purchase Authorization Form

• Barnes and Noble Bookstore
  • Will accept VISA – over the counter purchases exempt from eVA entry
  • On-line orders must be entered as a confirming order
  • Mason Bookstore Charge Form
Catering Services

- Catering is NOT exempt from eVA
  - Approved Caterers
  - Pizza Delivery
- Sodexo Catering
  - Use their online ordering system
  - On campus vendor/eVA entry not required

*list of caterers in eVA Resources*
eVA Prohibits…

Split Purchase

• Breaking down a **single purchase** that would exceed the $2,000 purchase limit **into two or more purchases**

• A single cardholder makes multiple purchases from the same vendor in a short period of time

• Two or more cardholders in a unit purchase from the same vendor in a short period of time

• The total of those purchases exceed the single purchase limit
• Change orders
  - Change the order only when the change is more than 10% of the total order amount or is greater than $199

• SWaM Vendors
  - eVA will identify Small, Women or Minority-owned Businesses

• Contact Purchasing office at 3-2580 if vendor is new to eVA and would like further information
• If vendor receipt or invoice is received by the department, send to A/P referencing the EP #

• Business Card vendor is Worth-Higgins
  - Must use a P-Card
  - eVA entry not required

• On check-out screen, check “Visible to Supplier” under the comment box, only when information is intended for vendor
University Policy 2106

Entering a **contractual agreement** over $2,000

- 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*.
- Contracts are signed by the Purchasing Department.
International Tax

• Any purchase from a **foreign vendor** must be reviewed by the Director of International Tax before the purchase order is issued.

• Any payment, including an **honorarium payment**, to a **foreign national** must be reviewed by the Director of International Tax before the purchase order is issued.
International Tax (2 of 4)

- When ordering from foreign vendors, place a check in the **Bypass ERP Integration box**

- Add **Approval Role** to Approval Flow

- Add **Elena Cirmizi** as the approver.

  *Elena is the International Tax Manager in Fiscal Services.*
1. Click Add Approval to Approval Flow
2. Enter Elena Cirmizi (ecirmizi@gmu.edu) as the approver (International Tax Manager)
1. Click Add Approval to Approval Flow
2. Enter Elena Cirmizi (ecirmizi@gmu.edu) as the approver (International Tax Manager)
eVA Resources

Fiscal Services Website
http://fiscal.gmu.edu

Fiscal Department  >  Purchasing  >
“Use eVA Purchasing”

✓ eVA screen shots
✓ Quick reference guides
✓ Approver’s guide
✓ Pizza purchase instructions
✓ Expenditure Account Codes
✓ Banner Vendor G # Lookup
Access to eVA

Finance Administrative Systems Team (FAST)
→ Rob Sparkman, 3-2574
→ Amanda Kennedy, 3-5250

Required documents: Request Form for eVA User Profile
Signed eVA Acceptable Use Acknowledgement

Recommended Browsers: Internet Explorer
Mozilla Firefox
Google Chrome
Apple Safari

Where Innovation Is Tradition

Image Source: http://www.iconarchive.com/show/pretty-office-7-icons-by-custom-icon-design.html
eVA Assistance

**eVA Customer Support Team**
- Purchasing Manager – 3-2622
- Chi Nguyen – 3-9684
- Tara Daniels – 3-2653
- Email: evaadmin@gmu.edu

**Purchasing and A/P (front desk) - 3-2580**
- Accounts Payable – acctpay@gmu.edu
- Purchasing – purchap@gmu.edu

**Fiscal Services (training)**
- Lucy Brown – 3-2089
- Maureen Strauch – 3-2620

Where Innovation Is Tradition