



PURCHASING MADE EASY

Presented by the Fiscal Services Training Department



Learning Outcomes

- Comply and adhere to State and university purchasing regulations
- Process orders using eVA procurement
- Purchase goods and services with P-Card and understand purchase limitations
- Correctly use Payment Request form

University Policy 2106

- Purchase less than \$2,000

Delegated to
Department
Purchaser

Limited to Buyer in
Purchasing

- Purchase \$2,000 or greater

University Policy 2106

- Mandatory State contracts for certain purchase categories



SWaM

- Encouraged use of Small, Women and Minority owned businesses

University Policy 2106

Entering a **contractual agreement**

- Units may NOT sign contracts.
- Contracts are signed by Purchasing Department Staff
- Specific **signature authority** vested in President and Senior VP



State Rules And Limitations

- All Mason-funded expenditures are subject to public scrutiny
- Expenditures must be considered essential to the operation of the University.



Prohibited Purchases

- Gifts, flowers, cards, decorations (except for student clubs)
- Alcoholic beverages
- Snacks or coffee supplies for employees
- Items for employee parties or group luncheons
- Personal items



Prohibited Purchases

- Subscriptions
 - except business related newspapers or magazines for one year only
- Books for classes (unless property of Mason)
- Picture framing (unless property of Mason)
- Framing award certificates
- Charitable contributions



Student Clubs & Organizations

Funding from fees or self-generated revenue

- Events support student life
- Additional items allowed for events
 - Decorations (Flowers & Balloons)
 - Sound Equipment
 - Bands, DJs
 - Food & Refreshments



Can I Purchase This?

*I am an employee in
Fiscal Services*



*I am the Chess Club
President*



Purchasing Office

Responsibilities

- Support university procurement
- Oversee contract administration
- Manage P-Card program
- Support eVA purchasing and problem resolution
- Provide assistance to department purchasers



Purchasing Categories

\$2,000 or more

Unit Purchaser - starts with an eVA order (attach detailed info such as pictures, specs, etc).

Purchasing office Issue Purchase Orders to vendors



\$2,000 up to \$5,000

One quote

5 days lead time

Purchasing Categories

\$5,000 up to \$50,000

Three quotes; 2
SWaM (if available)

5-10 days lead time

\$50,000 and over

Invitation for Bids (IFB)

- Six sealed bids; 4 SWaM
- 30-45 days of lead time

Request for Proposal
(RFP)

- Six sealed bids; 4 SWaM
- 30-180 days of lead time

Splitting Orders Is Prohibited

What Constitutes a “Split Order”

- Breaking down a single purchase 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
- Appearance of circumventing single purchase limit (\$2,000)

Special Handling

- Professional Services
- Computer Equipment and Software
- Non-Competitive Exceptions
- Returns or Incorrect Receipts
- Special Approvals
 - Printing: Creative Services
 - Personnel Temps: Human Resources



Online Vendors

When ordering from an online vendors such as Amazon.com every effort must be made to ensure the purchase does not include sales tax.

- Consult the Purchasing Made Easy manual for instructions: <http://fiscal.gmu.edu/wp-content/uploads/2013/09/pmmanual.pdf>
- Separate business and personal accounts for ALL purchases

Special Approvals

- Foreign Vendors/Foreign Nationals

Must be reviewed by the International Tax Office before the order is issued. Includes honorarium payments, scholarships, fellowships, and travel reimbursements.

- Administrative System Applications

Must be reviewed by the Architecture Standards Review Board (ASRB) before purchase order is issued. <http://ati.gmu.edu/policy/asrb-review/>



Contracts

- State Contracts
 - <http://www.dgs.state.va.us/>
- Scientific Contracts
- Other Contracts



Trusted

Mandatory Supplier - Furniture

Virginia Correctional Enterprise (VCE)

- State contract for all furniture needs
- Punch-out catalog in eVA system
- Purchases waived by VCE must be processed through Purchasing office



Mandatory Supplier – Office Supplies

The Supply Room Company (TSRC)

- All office supplies (offices and classrooms including printers)
- Mason forms, stationery and envelopes
- Punch-out catalog in eVA system
- Waiver (approved by Purchasing Buyer)



Business Cards

Worth Higgins

<http://ur.gmu.edu/creativeservices/businesscards/>

- Order online with P-Card
- No eVA order required from initiator
- Purchasing has issued an eVA blanket order to Worth Higgins



Academic/Research Consulting

- eVA Purchase Requisition
- Proposal for Service
- Cost/Price Analysis for Contracted Services
- Employee/Contractor Evaluation
- Substitute W-9 Form (if Mason has never paid)
- Sole Source Procurement

Approval Request

(if competition is impracticable
or unavailable)



Honorarium Payments

An honorarium is a one time payment that is a token of appreciation paid to an individual who is not a Mason employee or student.

- A **guest lecturer** distinguished in his/her field
- A **noted scholar** participating in a symposium
- A **minister or cleric** providing an invocation
- A distinguished **alumnus** invited to make brief remarks at the dedication of a new campus building

Surplus Property

- **Part of Central Receiving**
 - Clearinghouse for excess/obsolete equipment
 - Items available at no charge to departments
 - Units must use Central Receiving for the processing of all surplus property
 - Central Receiving reports to the Director of Facilities Management
- **Location**
 - Warehouse is on Rivanna River Lane
 - Customer Service, 3-2525



How Will I Purchase Goods?

Primary tool for purchasing goods and services is eVA – Virginia's electronic procurement system

- Payments processed with P-Card or Direct Billing (Accounts Payable)
- **Payment Request Form** – less preferable payment option when P-card and/or eVA is not accepted or available.



Third Party Processors

Only allowable if the merchant will not accept a Mason P-Card or direct bill payment.

The following documents must be retained in your P-Card file and uploaded to Bank of America Works

- Screen shot of the vendors website showing the vendor only accepts PayPal (or other service)
- Itemized receipt issued by vendor
- E-mail from PayPal confirming the purchase

A third party processor may not be used for payments to individuals for services.

Using The Payment Request Form

- Use Payment Request Form if:
 - Vendor will not accept a P-Card -or-
 - P-Card is not available
- **AND** request is for specified items:
 - Conference registration
 - Reimbursements
 - US Dept. of Homeland Security
 - US Postal Services
 - Other (pre-approval required)



Send to Accounts Payable, MS 3C1
 Tel: 703.993.2580
 Fax: 703.993.2589

Payment Request

Use of this form is limited to payments that are one of the following types (check one):

Optional Tracking #: _____

- Reimbursements (excluding travel, food/beverage expenses)
 Conference Registrations
 Payments to US Dept of Homeland Security or US Postal Svc
 Other (pre-approval required; see instructions)

Payee Information:

Name: _____
 (last, first, middle initial)

Address: _____
 (number, street, apt)

 (city, state, zip code)

G number: _____
(If first-time payee: please attach completed [W-9 Form](#))

Contact Information:

Requestor: _____ Tel: _____

Department: _____ MS: _____

Date Submitted: _____ Date Required: _____

Check All that Apply:

- Pick up at A/P Dept, Call Ext. _____
 Mail to address shown (no attachments)
 Mail with Attachment (copy attached)
 Other: _____

Check One:

- U.S. citizen/lawful permanent resident
 Nonimmigrant visa holder and activities conducted in the US (visa status) _____
 (Send form to International Tax, MS 4B2)
 Non-U.S. citizen OR Nonimmigrant visa holder and activities conducted outside the U.S. (Please ask payee to complete [Statement for Services Performed Outside the U.S.](#) Send this form and signed Statement to International Tax, MS 4B2.

<u>Nature of Expenses (Description)</u>	<u>Fund/Org</u>	<u>Account</u>	<u>Activity*</u>	<u>Amount</u>
*Activity code requires pre-approval.			TOTAL	\$0.00

Signatures: (Lines 1, 2, and 3 for reimbursements; Line 2 only for vendor payments)

1. Signature of payee if Mason employee or student Print Name Title Date

(Signature certifies that this is a necessary and appropriate expenditure that has not been nor will not be reimbursed by another party.
Signature acknowledges that the goods purchased become the property of the University.)

2. Signature of approving official for fund or org Print Name Title Date

(Signature card must be on file in Accounts Payable. Signature certifies that this is a necessary and appropriate expenditure.)

3. Signature of supervisor if Payee is approving Print Name Title Date
official for fund/org (**reimbursements only**)

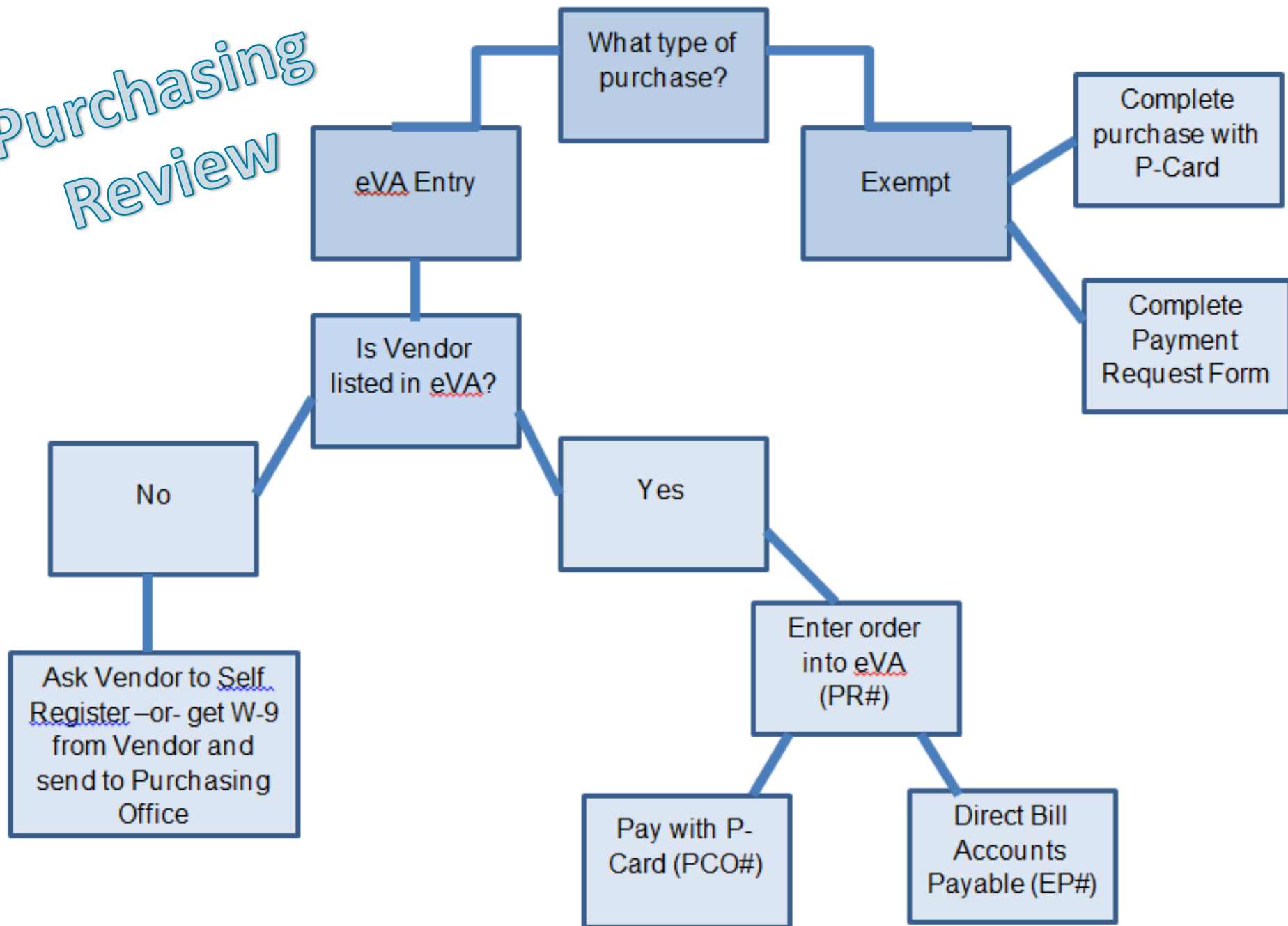
Payment Request Form Reminders

- Employee reimbursement \$20 or less
- Conference registration
 - Date Required
 - Allow 10 working days
- No Virginia sales tax reimbursements
- Use correct account codes
- Keep a copy!

Revenue Refund

- Use to request a check when revenue is to be refunded to an individual or organization
 - Revenue Refund Form
- Processed as an offset to the fund/org and revenue account originally credited
 - Additional instructions on Fiscal Services webpage: fiscal.gmu.edu

Purchasing Review



Resources And Contacts

Purchasing and Accounts Payable (PH: 3-2580)

Purchase Goods or Services

<http://fiscal.gmu.edu/purchasing/purchase-goods-or-services/>

Use a P-Card

<http://fiscal.gmu.edu/purchasing/use-a-p-card/>

Fiscal Training (PH: 3-2089)

<http://fiscal.gmu.edu/training/obtain-training-materials/>

