



# Purchasing Made Easy

A Guide to Mason Purchases and Payments

# Table of Contents

Introduction .....	4
State Rules and Limitations .....	4
Improper Expenditures (examples) .....	4
Personal Items for Communal Use .....	5
George Mason University Purchasing Policy .....	5
Procurement Categories .....	6
Contract Administration .....	6
SWaM Procurement Initiative .....	7
Exceptions to Competitive Requirements .....	7
Sales and Use Tax Exemption .....	9
Mason Amazon Business Account .....	9
Student Clubs and Organizations .....	10
Sole Source Procurement .....	10
Emergency Procurements .....	10
Third Party Processors (Such as PayPal) .....	11
Apple Pay (or similar) .....	11
Purchase Approvals .....	11
Purchasing from Foreign Vendors/Payments to Foreign National .....	12
Returns or Incorrect Receipts .....	12
Lost or Stolen Goods .....	12
Surplus .....	12
Mandatory Vendors .....	12
Business Cards .....	12
Embroidery Services .....	13
Furniture .....	13
Office Supplies .....	13

Printing Services .....	14
Promotional Items .....	14
T-Shirt Screen Printing .....	14
Specialized Purchases .....	14
Administrative Systems/Applications.....	14
Mason Bookstore.....	14
Computer Equipment and Software .....	14
Consulting Services .....	15
Food and Beverage .....	15
Gift Cards for Research Subject Payments .....	15
Patriot Tech Purchases .....	16
Professional Services .....	16
Sponsorships (Outgoing) .....	16
Purchasing Procedures .....	16
Purchases of \$5,000 or less .....	17
Purchases over \$5,000.....	17
Purchases Exempt from eVA Procurement .....	17
Purchases Exempt from eVA Fees – MUST BE PURCHASED THROUGH eVA .....	18
eVA Orders Submitted to Purchasing.....	18
eVA Training and Resources .....	18
The Purchasing Charge Card (P-Card).....	18
Reimbursements.....	19
Payment Request Form .....	20
Honorarium Payment .....	20
Instructions for Completing an Honoraria.....	21
Participant Support Allowance Payment.....	21
Revenue Refunds.....	21
Purchasing Resources .....	21

## 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 (such as periodicals, services, software, etc.) 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 of \$5,000 or less 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 more than \$5,000.
- 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 more than \$5,000.

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 completed within processing times shown.

### Individual Departments – \$5,000 or less

- 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 one time-purchases that are not already under contract, departments are to attempt to use Micro SWaM, or if not practical SWaM (small, women, and minority-owned businesses) vendors. Departments may locate Micro/SWaM vendors at the following link: <https://www.sbsd.virginia.gov/directory/>. Search instructions are available in Appendix C.
- The \$5,000 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 \$5,000 or less, but are expected to regularly recur, should be bundled and sent to the Purchasing Department for execution.

### Purchasing Department:

- **Over \$5,000 up to \$200,000:** For purchases where the one time or cumulative estimated cost of the materials, supplies or services is greater than \$5,000 but less than \$200,000, at least three written quotations should be obtained. At least two quotes must be from Micro/SWaM vendors. In cases where two certified Micro/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 \$200,000.

- **Over \$200,000, Invitation for Bids (IFB):** For purchases where the one time or cumulative estimated cost is expected to be \$200,000 or greater, competitive sealed bidding is required. Bids should be solicited from at least six sources. Solicitations are to include a minimum of four Micro/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. *Administrative lead-time is approximately 21 days, but may be as long as 60 days depending on the complexity of the order.*
- **Over \$200,000, Request for Proposals (RFP):** For purchases expected to exceed \$200,000, 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 Micro/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>. 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 **S**mall, **W**omen-owned, and **M**inority- 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 Micro SWaM and/or SWaM vendors when practical. For more information regarding the SWaM Procurement Initiative, contact the Chief Procurement Officer at x3-2580. Instructions for locating a Micro/SWaM vendor in eVA are available in Appendix C.

### **Exceptions to Competitive Requirements**

Demand and Non-Demand Payments. The university may enter into contracts without competition for the following goods and/or services at the specified dollar amount(s). (§37 of the Governing Rules)

The purchase of good or services at ANY dollar amount that are produced/performed by or related to:

- Persons, 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 educational institutions
- Other 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

Normally, competition is either not practicable or available for purchase of the following goods or services at a value not to exceed \$200,000:

- Accreditation fees and academic testing services
- Advertisements/Advertising – all media
- Athletic officials appointed by the NCAA
- Books, printed materials, publications, 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
- Conference fees, course fees, seminars, training sessions, tuition and other registration fees when attended by university employee
- Court reporters
- Currency exchange services
- Facility rental
- Federal mentor-protégé projects
- Film rentals when only available from the producer or protected distributors
- Library books and other items for the library's 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 functions for which the institution is reimbursed by the alumni and materials purchases for students by a faculty member using state and for which the students fully reimburse the institution).
- 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
- Other purchases, less than \$200,000, when determined in writing by the Purchasing Department.
- Referees, officials and umpires for intercollegiate athletic events
- Specialized software that is not available through ITS (when approved by ASC)
- 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
- Translation Services
- Used equipment (including vehicles)



- Utilities – Electricity, Natural Gas, Water, etc. at any dollar level. **Note:** *If purchasing from a governmental source (i.e. Fairfax County) sole source is not required however reference should be made to COV §2.2-4301*
- Writers

Other purchases that are greater than \$100,000 but do not exceed \$200,000, shall utilize informal competition, which includes either obtaining 3 quotes (2 SWaM where practicable) or just 2 SWaMs.

- Catering services
- Consulting services
- Education services, training courses, classes for students
- Facilitators/Mediators
- Photographers/Videographers
- Training sessions/workshops for employees

## 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

1. Access the Mason version of the [Commonwealth of Virginia Sales and Use Tax](#) Exemption Form on the Fiscal Services website.
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, MS: 3C1 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: (866)-486-2360 or go to [www.amazon.com/gp/help/contact-us](http://www.amazon.com/gp/help/contact-us)

To establish a Mason Amazon Business account email [Purch1@gmu.edu](mailto: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](mailto: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.

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

## Student Prizes and Awards

The university may provide prizes and awards to university students for achievement, performance, or a competition for programs and activities that support the mission of the university. Prizes or other items of limited value (generally thought of as less than \$150 per recipient per calendar year) may be purchased on the P-Card. Gift cards are not allowable for student prizes. A list of recipients and business purpose of event must be attached to the transaction in Bank of America Works. The department is responsible for collecting and retaining tax documentation when a prize recipient is (a) a U.S. tax resident and will be paid \$600 or more in any one calendar year or (b) a Non-U.S. tax resident and will be paid \$50 or more in any one calendar year. For U.S. tax residents, a completed COV-W9 and the list of paid transactions must be sent to Accounts Payable at [acctpay@gmu.edu](mailto:acctpay@gmu.edu). For Non-U.S. residents, please contact the International Tax Office at [inttax@gmu.edu](mailto:inttax@gmu.edu) for required forms and reporting. Additional information is available on the [Pay Students](#) webpage.

## 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.

Type of Purchase	Required Approval
Accounting Services	<a href="#">Fiscal Services</a>
Capital Outlay/Construction Architectural/Engineering Svc.	Facilities Planning
Cell Phones, iPads & related technology devices	See <a href="#">University Policy #1124</a>
Computers, related equipment	Information Technology (ITS)
Computer Software/Site Licenses	<a href="#">Architecture Standards Committee (ASC)</a>
Copying/Copiers/Multi-Print	See <a href="#">University Policy 1144</a> and <a href="#">Canon Solutions</a>
Flowers	Only authorized for Commencement Ceremonies, Annual Holiday Party, bereavement (must be approved by H/R), Admissions Open House Events and Student Clubs/Orgs
Foreign Vendors	Any purchase from a foreign vendor, except for the purchase of tangible goods, must be reviewed by the <a href="#">International Tax Office</a> before the purchase order is issued.
Food/Beverage	See <a href="#">University Policy #2102</a>
Grant Expenditures	<a href="#">Office of Sponsored Programs</a>
Insurance	<a href="#">Office of Risk Management</a>
Immigration/H1B Visas ITAR/Export Controlled Goods	<a href="#">Research Development, Integrity and Assurance (RDIA)</a>
Legal Services	<a href="#">University Counsel</a>
Logo Use & Creative Services	See <a href="#">University Policy #1111</a>

Remodeling/Renovation	Facilities Construction
Sponsorships	<a href="#">Outgoing Sponsorship Request - Office of the Controller</a>
Temporary Personnel/Services	<a href="#">Human Resources</a>
Travel & Related Services	See <a href="#">University Policy #2101</a>
Website Design	See <a href="#">University Policy #1111</a>

## 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 Accosting 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. Additional information is available on the [Mandatory and Specialized Purchases](#) webpage.

## Business Cards

The Purchasing Department has established contracts with Worth Higgins and Canon Solution for Business Card printing. Pricing and contact information is available at <https://fiscal.gmu.edu/wp-content/uploads/2018/11/Printing-Contracts.pdf>.

## 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

All furniture, including chairs, computer tables, desks, filing cabinets, etc. from \$0 to \$1,000 must be purchased from Virginia Correctional Enterprises (VCE), a Department of Small Business and Supplier (DSBSD) micro-vendor, a DSBSD SWaM vendor, a furniture vendor already under contract, or a non-contract vendor for one-time purchases if the previous options are not available. A VCE Waiver is **no longer required** for purchases at this dollar level.

Before purchasing any furniture greater than \$1,000, the department must contact Campus Planning to review and approve the purchase. Campus Planning must assess furniture purchases to ensure adherence to University Design Standards. Please email Debbie Brady at [dbrady3@gmu.edu](mailto:dbrady3@gmu.edu) for review and approval of your furniture order before submitting an eVA requisition. The approval should be attached to your requisition. For purchases between \$1,001 to \$200,000, the items should be purchased from VCE, a furniture vendor already under contract, or Cardholders are not authorized to purchase furniture from any other source.

For purchases between \$1,001 and \$200,000, the items should be procured from VCE or a furniture vendor already under contract. Unless the items are purchased from VCE or a contract vendor, a minimum of three quotes (two SWaM) is required. VCE shall be included on the list of solicited vendors. A VCE Waiver is **no longer required** for purchases at this dollar level.

## Office Supplies

Units may order most essential office supplies and pay with a Mason P-Card through their Amazon Business Account or through The Supply Room (eVA). A waiver is no longer required when using Amazon Business or The Supply Room. Telework supplies should be delivered to an on-campus location and obtained by the employee on their next visit to campus. Please do not purchase items with personal funds and seek reimbursement.

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 office supplies from a vendor other than The Supply Room or Amazon Business, except in an emergency situation, complete and submit the [Office Supply Waiver](#) to the Purchasing Office for review and approval.

## 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>

## 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/>.

## 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>.

## 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. Additional information is available on the [Mandatory and Specialized Purchases](#) webpage.

## 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/>.

## Mason Bookstore

The Mason Bookstore (Barnes & Noble) is authorized to accept the P-Card for departmental purchases of allowable items costing \$5,000 or less. The university encourages the use of a P-Card whenever possible. Over the counter purchases made with a P-Card should be noted as "exempt" in the "GL04" 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](mailto:support@gmu.edu). A listing of IT Software downloads is available at <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](mailto: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 consulting services greater than \$5,000 up to \$200,000, 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 consulting services cost more than \$200,000, 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 more than \$5,000 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

As an Agency of the Commonwealth of Virginia, George Mason University has a public obligation to ensure that all expenditures are necessary and reasonable and that they support the mission of the university. As such, state rules prohibit expenditures for employee personal expenses, including meals, snacks, entertainment, and refreshments. There are limited circumstances in which it is considered appropriate to provide food and beverages to employees who are not in travel status. Food/Beverage may not be provided at regularly scheduled or routine meetings (i.e., monthly staff meeting, quarterly unit meeting) or as a way to boost morale or promote goodwill among employees. Alcohol and Flowers are prohibited. Participant Funded events, where the food/beverage costs are paid solely from participant fees (i.e., registration fee) are not subject to these restrictions. Please review the [Food & Beverage Overview webpage](#) for additional information and purchasing procedures.

## 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. 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. 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 \$5,000 or less from any micro vendor, and if not practicable, eVA listed vendor unless the purchase falls under a mandatory contract (See *Mandatory Vendors* above) or is recurring. 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 of \$5,000 or less

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 or online purchases for goods and services.
- 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 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 is created in Banner Finance. University personnel responsible for departmental budgets must carefully track open commitments. For purchases of \$5,000 or less, 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](mailto:enclose@gmu.edu) ; please include 1) PO# 2) Remaining Balance and 3) Name of the Vendor

<b>An eVA Purchase Order must be completed BEFORE the items are ordered or services are rendered.</b>
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## 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 placed on the vendor’s website or by telephone.
4. Reimbursements (limited, see [Reimbursement Guidelines](#))
5. Honorarium payments under \$2,000 (total).
6. Payments to the Department of Homeland Security.
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).
9. Purchases from public auction (non-electronic).
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/>. The [P-Card Manual](#) and additional information may be found on the [Manuals and Training Materials](#) webpage.

### Highlights:

- The P-Card may be used to purchase items costing \$5,000 or less.
- 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.
- 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

Eligible reimbursements may be requested through the [Mason Finance Gateway](#). All reimbursement requests (travel, food, beverage, or other expense) must be submitted within 60 days of trip or event completion. Reimbursements submitted after 60 days are subject to taxation.

The P-Card is the preferred payment method for conference registrations. Travelers may have their conference registration expenses reimbursed through the Mason Finance Gateway when a P-Card is not available. In cases where a credit card is not accepted a pre-payment may be sent directly to the vendor by completing a Payment Request form.

## Payment Request Form

The Payment Request form may be used to facilitate and expedite requests for advanced payments when an eVA order or Mason P-Card is not accepted. Instructions to complete the Payment Request form is available under [Forms and Instructions](#) webpage.

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](mailto:purch1@gmu.edu).

### Important Points to Remember

- 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.)
- Sales tax: The university is exempt from paying sales tax in Virginia except for the tax on lodging and certain prepared foods. As such, Virginia Sales tax will usually not be reimbursed. The Sale and Use Tax Certificate of Exemption is available online at [Tax Exemption Certificate](#) or contact Purchasing and Accounts Payable at 3-2580 for a copy of the University's Sales Tax Exemption Certificate.

## 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**

The Honoraria form and instructions are available on the [Forms and Instructions](#) webpage. Honoraria payments for less than \$2,000 are exempt from eVA procurement and may be processed through Accounts Payable. 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](mailto: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](#).

### **Participant Support Allowance Payment**

A participant support allowance payment is provided to help defray personal expenses such as meals, incidentals 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. The Participant Support form and instructions are available on the [Forms and Instructions](#) webpage.

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.

### **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 and instructions are available on the [Forms and Instructions](#) webpage.

## **Purchasing Resources**

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

Purchasing-related Websites	
eVA	<a href="https://eva.virginia.gov/">https://eva.virginia.gov/</a>
Expenditure Account Code look-up	<a href="http://fiscal.gmu.edu/expenditure-account-codes/">http://fiscal.gmu.edu/expenditure-account-codes/</a>
Fiscal Services	<a href="http://fiscal.gmu.edu/">http://fiscal.gmu.edu/</a>
Information for Vendors to self-register in eVA	<a href="https://eva.virginia.gov/pages/eva-registration-buyer-vendor.htm">https://eva.virginia.gov/pages/eva-registration-buyer-vendor.htm</a>
NIGP Code look-up – eVA	<a href="https://logi.epron.cgipdc.com/External/rdPage.aspx?rdReport=Public.Reports.Report9004_Data">https://logi.epron.cgipdc.com/External/rdPage.aspx?rdReport=Public.Reports.Report9004_Data</a>
Vendor Search – eVA	<a href="https://logi.epron.cgipdc.com/External/rdPage.aspx?rdReport=Public.Reports.Report9001_Data">https://logi.epron.cgipdc.com/External/rdPage.aspx?rdReport=Public.Reports.Report9001_Data</a>

## Appendix A

### Purchase of Goods and Services

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 web site 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.

## **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 has vested specific signature authority in the 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.

## **III. Responsibilities**

### **A. Purchasing Goods and Services**

Goods and services that cost \$5,000 or less 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 at all dollar amounts. In addition, all staff will assist in the standardization of purchases for commonly 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 more than \$5,000, 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). Auxiliary Services 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 greater than \$5,000 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. Dates**

A. Effective Date:

This policy is effective July 1, 1999. This Administrative Policy shall be reviewed and revised, if necessary, annually to become effective September 1, unless otherwise noted.

B. Date of Most Recent Review:

6/3/2019.

#### **VI. Timetable for Review**

This policy, and any related procedures, shall be reviewed every three years or more frequently as needed.

#### **VII. Signatures**

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**

An electronic version of the Purchasing Snapshot is available on the fiscal services website, here: <http://fiscal.gmu.edu/wp-content/uploads/2013/04/PurchasingSnapshot.pdf>

### **Appendix C**

To search for a Micro/SWaM vendor in eVA go to <https://www.sbsd.virginia.gov/directory/>.

1. Select "Micro" from the *Certification Type* tab and click *Apply*.
2. Select a purchase category from the *Business Category* tab and click *Apply*.



Virginia.gov Agencies | Governor Search Virginia.Gov

**SBSD** Directory Listing

**Certification Type** **NIGP** **NAICS** **City** **ZIP Code** **Business Category**

Search

All contains Search

Sort by: Company name Show entries: 5

Jump to: (1-2831) Page #

Applied Filters

« < 1 2 3 4 5 6 7 ... 2831 > »

Search

- Small
- Micro
- Women Owned
- Minority Owned
- Disabled Veteran

Apply Clear

- Accountants and Bookkeeping Services
- Agriculture, Forestry, Fishing and Hunting

Apply Clear

3. Review the generated list to identify potential vendors. Follow the purchasing instructions outlined in this manual.