

B.U.G. Meeting Agenda

Vickie

- Order payment
 - 3-way match
 - 30 day rule
- Banner Receiving
 - OBO orders
 - FPARCVD
 - Received date
 - Packing slip
- Full vs. partial receiving
 - Selecting PO items
 - Over-receiving
- Marking as complete
- FOIDOCH review
- Receiving report
 - FZRRCDL
 - Full-paid line items
- SPCC Log Sheet (www.umw.edu/purchasing/faculty_staff/pcard)
- Charges on Banner Budget
- Questions? (www.umw.edu/tess/contact_us)

Cheri

- Purchasing steps overview
- Demonstration of workflow
 - Security
 - Delegated Purchasing Authority
 - eVA Exemptions (www.umw.edu/purchasing/faculty_staff/eva)
 - SWAM
 - eVA Registration
 - SPCC
 - Banner Receiving
 - AP Invoices
- SPCC Log Sheet (www.umw.edu/purchasing/faculty_staff/pcard)
 - Log due date
 - SWAM code
 - PCO number
 - Pre pay/72 description
 - Reconciliation checkbox
 - Signatures
 - Submission (report problems to clumpkin@umw.edu)
- Questions? (www.umw.edu/tess/contact_us)

Charity

- The IT Business Office (www.umw.edu/doit/it_business_office/)
- Information on Purchasing Equipment (www.umw.edu/doit/it_business_office/purchasing)
- Frequently used computer contracts (Apple, Microsoft, CDWG, Dell, Lenovo)
- Standards for ordering peripherals
- Non-IT purchases (toner, laptop furniture, bags, DVDs, CDs, etc.)
- SWAM Requirements
- Questions? (www.umw.edu/doit/it_business_office/)

B.U.G. Meeting Agenda

K.C.

- Delegated Purchasing Authority
 - \$5,000 limit
 - Exception for contract purchases
- Purchasing's contracts webpage (www.umw.edu/purchasing/contracts)
- Mandatory source vs. mandatory contract
 - VIB (through the Supply Room)
 - VCE (furniture, uniforms, some printing)
 - Waivers
- State contracts (<http://dps.dgs.virginia.gov/dps/contracts/covacontractsinfo.aspx>)
 - Search
 - Restrictions
 - State & Locality
 - Limited to select agencies (show limitations in contract link)
 - Multiple vendors on contract
 - Preference for SWAM vendors
 - Local stores on contracts (Office Depot)
- University contracts (www.umw.edu/purchasing/contracts/awards)
 - Contract Administrators (www.umw.edu/purchasing/contracts/contract_admins)
 - Bid process for new University contracts
- Cooperative contracts
- Questions? (www.umw.edu/purchasing/about)

Melva

- Vendor Search Manual (www.umw.edu/tess/finance_training/instructional_materials)
- Mandatory sources and contracts (www.umw.edu/purchasing/contracts)
- SWAM definition and requirements
 - Executive Order 33 and the 40% rule
 - Number of quotes
- DMBE search (www.dmb.virginia.gov)
 - Company name search
 - Zip code search
 - NIGP code/description search (<http://learnabouteva.dgs.virginia.gov/NIGP.aspx>)
- Quote documentation in eVA comments
- Required ad hoc information
 - Name and Contact
 - Address
 - Phone/Fax
 - Tax ID number
- PCard use with ad hoc vendors
- Electronic order acceptance and additional approvals
- On behalf of ("OBO") orders
- Questions? (www.umw.edu/purchasing/about)

Vicki Eppes-Ward

- UMW Finance Card (www.umw.edu/ap/creditcards/umwcard)
- New UMW Finance Card for 8 funds (www.umw.edu/ap/creditcards/umwcard/8funds)
- Business Meals (www.umw.edu/ap/businessmeals)
 - New Business Meal form
 - New requirements for picking up the Business Meal card
- Questions? (www.umw.edu/ap/contact)