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|  | **Over the Counter Purchase (OTC) Checklist** **Purchases up to $10,000 with pCard**  | **Version:1.0Revised:****12/14/2023** |
| **1** | **Item Description** | What am I purchasing?***Make a list*** | Over the counter small purchase charge card (SPCC) purchases that are made at the site of the sale and picked up by the individual card holder. *APSPM (14.9.e.1)* |
| **2** | **Business Meal** **(OTC Prohibited)** | **STOP** | Business Meals shall NOT be treated as over-the-counter purchases. VCCS Governance has determined that business meals (even if purchased in an over- the counter manner) will continue to require eVA entry through a requisition with a fully signed [meal form](https://www.ssc.vccs.edu/wp-content/uploads/2022/08/Business-Meal-Approval-Request-Form-Rev-8-8-2022.pdf). |
| **3** | **Other OTC Prohibited Items** | * Order Splitting
* Gift Card Purchases (with exceptions)
* Conflicts of Interest
* Improper Expenses
 | Make sure none of the items you intend to buy over-the-counter are on the prohibited list. Refer to the OTC pCard Training PowerPoint for additional information. |
| **4** | **Mandatory Source** | Any goods/services provided by a mandatory source must be purchased from that source.  | [ ] Not a Mandatory Source. |
| A Waiver from the mandatory source is required prior to issuing any purchase orders for the products that are sold or produced by the mandatory sources. See eVA for [all mandatory sources.](https://eva.virginia.gov/mandatory-source.html) [ ] [VDC Waiver Form](https://www.ssc.vccs.edu/vdc-waiver-request/)  [ ] [VIB Waiver Form](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.ssc.vccs.edu%2Fwp-content%2Fuploads%2F2023%2F08%2F4.-F-912-1-Waiver-Release-Form.xlsx&wdOrigin=BROWSELINK)  [ ] [VCE Waiver Form](https://dw.govce.net/release/release.php)  |
| **5** | **Mandatory State Contracts** | A mandatory state contract must be used, if available. There are many Mandatory State Contracts. Please check the [eVA State Contracts list](https://procure.cgieva.com/page.aspx/en/ctr/contract_browse_public). | [ ] Not a Mandatory State Contract item. |
| You are required to use state-wide mandatory contracts for specific goods and services unless you obtain a waiver.[ ] Mandatory State Contract [Waiver Form](https://procure.cgieva.com/page.aspx/en/ord/basket_manage?basket_type=std_spot&selector_single_basket_210617110513=R01&selector_single_basket_210617113309=85) |
| **6** | **Optional State Contracts** | Optional contracts are strongly encouraged by the Commonwealth of Virginia. A written justification must be included if you need to select an alternative option. There are many Optional State Contracts. Please check the [eVA State Contracts list](https://procure.cgieva.com/page.aspx/en/ctr/contract_browse_public). | [ ] Not an Optional State Contract item. |
| A written justification must be included to use an alternative option.[ ] Written justification is on file and submitted with the reconciliation log. |
| **7** | **Supplier Diversity (Executive Order#35)** | **7A** | Please move on to 7B if the remaining items on your list are: [ ] NOT supplied by a mandatory source, mandatory contract, optional contract OR, [ ] You have received an approved wavier for mandatory source, mandatory contract, or you have drafted a justification for optional contracts. |
| **7B** | For purchases under $10,000, prioritize certified micro vendors. If unavailable, opt for a small vendor. If neither are available, explore other SWaM categories like women-owned or minority-owned businesses. Refer to the OTC pCard training PowerPoint for locating SWaM suppliers in eVA and then proceed to section 7C. |
| **7C** | [ ] Vendor is a SWaM certified business. If so, skip to 8, if not, please move to 7D.  |
| **7D** | If a micro vendor is not selected for a purchase of $10,000 or less, justification for the use of a non-micro vendor must be documented and supported by sufficiently detailed facts. Justification must include one of the following:[ ] The SWaM vendor’s prices are more than 5% greater than those of an uncertified vendor or are otherwise not fair and reasonable. If you check this box, you will need to complete a “price reasonableness” form, submit it with you reconciliation log and keep it on file. [ ] The SWaM vendor found is not responsive or responsible.[ ] No SWaM vendor could be found for this commodity. |
| **8** | **Tax** | Ensure you have a completed [Tax Exemption Form](https://www.tax.virginia.gov/sites/default/files/taxforms/exemption-certificates/any/st-12-any.pdf) in hand and provide a copy to vendor. | [ ] Tax Exemption Form is completed and provided to the vendor. *If you do pay state sales tax on your over-the-counter purchase in error, then you will need to contact the vendor, provide the exemption form and request a reverse and credit of the state sales tax charges. You must post the credit to the same card used to make the purchase.* |
| [ ] The item I am purchasing is not tax exempt. |
| **9** | **Additional Reminder** | [ ] Ensure all necessary documents have been obtained such as waivers, written justification, price reasonableness form, etc. and attached to the reconciliation log.[ ] If your purchase was completed at the storefront and the item(s) or services were bought under contract, then you will need to notate the contract number on your reconciliation log. |
| **10** | **eVA Requisition****(If needed)** | [ ] These items do not qualify to be an OTC purchase. Please complete an eVA requisition for the item(s) that do not qualify to be purchased as OTC.  |
| **11** | **P-Card** | ☐Small Purchase Charge Card (SPCC) will be used.☐Vendor does not accept the Visa SPCC card, please go to step 10, and complete an eVA requisition. |
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