

The following are a set of standardized practices and processes, i.e. business "rules," that were originally developed by the Procurement and Accounts Payable Workgroups and continue to be evaluated, approved, and updated as appropriate.

Governance of the SSC, including the Management Council and Executive Council, will have final approval on adoption of the business rules and will incorporate them as appropriate in Service Level Agreements (SLAs) that highlight responsibilities for both end-users and the SSC. The SLAs will address requirements for training, achievement of performance metrics, and related monitoring and reporting requirements. Further, the pricing model adopted by SSC governance may also incorporate incentives/disincentives related to compliance/noncompliance of the business rules and achievement of the SLA metrics.

[Note: All references to "college" or "colleges" also include the System Office, and, where appropriate, the SSC.]

## Procure-to-Pay General Guidelines

### **Business Rule:**

All transactions that will result in a payment to be made by the SSC – *other than payments to VCCS employees or students, payments made with foundation funds, and the exceptions noted below* – shall be entered into eVA through the purchase order (PO) process as either a routine or exempt (X02) transaction, as appropriate. This includes payments made with local funds, as well as transactions involving fiscal vendors. Only the exceptions noted below do not require an eVA PO for payment:

- Reimbursements to school systems for dual enrollment expenses
- Intra-agency payments
- Payments, including reimbursements and those processed for Workforce Development, to state/local agencies or foundations
- Refund of tuition to a third-party provider
- Tuition Management System disbursements
- Student club purchases that do not include state funds
  - Note: Student clubs with co-mingled state and local funds must abide by all state regulations for the state-funded portion; to avoid implications, colleges retain the option to mandate the same rules for all clubs, or maintain separate accounts for state and local funds within each club.
- Clinical agreements
- Bond payments
- Grant stipends
- Executive compensation payments to a third-party provider
- Purchases made using the DPS statewide contract for Express Delivery Services
- Individual travel and lodging
  - Group (i.e., two or more individuals) travel up to \$50,000 per group travel event
  - Group travel-related lodging
- Professional organizational membership dues
- Conference registrations
- Award of grants (disbursement of grant funds) by agencies and institutions to public bodies or tax exempt non-profit charitable organizations.
  - Note: This exception does not apply to the expenditure of grant funds by agencies and institutions for the purchase of goods and/or services.
- Over-the-Counter (Point-of-Sale transactions) small purchase charge card (SPCC) purchases that are made at the site of the sale and picked up by the individual card holder.
- Voyager (fuel) charge card purchases.
- Honoraria
  - Note: Services typically provided free of charge or fee, however, a payment is made as a form of acknowledgement for the services rendered.

The above payments will be communicated by the college to the SSC via a standardized voucher request form which must be authorized by appropriate personnel as documented on a delegated signature authority matrix retained by the SSC.

- Real estate leases
- Public utilities

Public Utility (electric, natural gas, water, and sewer) invoices will be sent directly to the Shared Services Center (SSC) to a designated e-mail address specifically for these invoices. These utility invoices will be placed into a separate high-priority queue.

The SSC is authorized to process the invoice immediately excluding fiscal year-end. At year-end, the SSC will work with the colleges to get direction on whether to pay the utilities bill or prepay real estate leases. The SSC will maintain a matrix with the following information: College, company, applicable vendor number(s), account number, and account coding provided by the college. The college will be able to view the invoice through ImageNow. If the college tracks the bills for any purpose, the college will have access to the information through ImageNow.

**Roles, Responsibilities, & Accountability:**

<p><b>College End- Users</b></p>	<p>End-users must initiate each transaction via PO or voucher request according to the business rule stated above. For routine transactions entered into eVA, colleges must use the standard full requisition. For complex procurements likely requiring an RFP or IFB, a solicitation request should be completed.</p> <ul style="list-style-type: none"> <li>• Qualified IT purchases must be accompanied by an approved "Technology Project Request" (TPR) that was completed by the end-user and submitted to ITS prior to submission of a request for procurement.</li> <li>• All college-initiated construction projects and related design services which are regulated under the VCCS Construction and Professional Services Manual (VCCS- CPSM), will be initiated by a Project Initiation Form under the authority of Facilities Management Services within the System Office. If approved, Facilities Management Services will establish vendor contracts in accordance with the VCCS-CPSM and enter appropriate confirming orders in eVA.</li> <li>• All other facilities-related procurements for goods and services that are not bound by the VCCS-CPSM will be initiated in eVA by the end-users and follow the standard procurement process as defined in the state APSPM.</li> <li>• Blanket purchase orders are not mandatory. This option is available for the following instances in eVA:             <ul style="list-style-type: none"> <li>○ Regularly reoccurring services in the fiscal year that are any of the following:                 <ul style="list-style-type: none"> <li>• Under the threshold for competition (\$10,000 total spend over all years of need)</li> <li>• Does not require competition because it's supplied from a mandatory source</li> <li>• Has already been competed and is under a Contract</li> </ul> </li> <li>○ The dollar amounts requested on the blanket meets the following criteria:                 <ul style="list-style-type: none"> <li>• The total amount does not exceed the value of the contract for the period of time being requested</li> <li>• The amount being requested is estimated based on historical amount spent OR an estimate for expected cost for a new purchase</li> <li>• The amount requested shall have a document attached with the estimates to prove (support) the amount requested</li> </ul> </li> </ul> </li> <li>• Certain transactions, including TMS payments (revenue refunds) will require priority processing to ensure timely receipt of payments. As a result, colleges must submit these types of payments to the SSC via voucher request by 4:00 PM to guarantee same-day entry into AIS.</li> <li>• Employees will <b>not</b> be reimbursed for out-of-pocket expenses for goods or services that should have been procured through standard processes (note: this does not apply to</li> </ul>
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	<p>emergency purchases). For unanticipated needs requiring expedited or same-day purchase, an authorized small purchase charge card at the college shall be used.</p>
	<p>If a vendor invoice is received at the SSC without a properly authorized PO, and the VCCS is obligated to pay, the end-user must create a PO in eVA with special instructions that (re)delivery of the good/service is not required. The SSC will educate vendors and end-users of these standard requirements and expectations.</p>
	<p>If a vendor invoice arrives at the college, rather than the SSC as directed by the PO, the college must date stamp the invoice and forward to the SSC electronically within three (3) business days of receipt. The SSC must stamp the invoice "Certified Copy Use as Original" upon arrival.</p>
	<p>In accordance with the CAPP manual, end-users (or designated central warehouse personnel) are responsible for "receiving" the good/service in eVA – which generally serves as authorization to pay the associated invoice – within three (3) business days of delivery.</p>
<b>College Approvers</b>	<p>POs will be routed through a designated approval workflow in eVA, set up at the discretion of each college. Voucher requests must be authorized by appropriate personnel as documented on a delegated signature authority matrix retained at the SSC.</p>
	<p>All colleges shall enable eVA/AIS integration at all dollar amounts at both the requisition and PO integration points. This does not require that "budget check" is turned on, although colleges may choose to do so. If budget check is turned on and the integration from eVA to AIS fails, the SSC will notify appropriate parties so that the request can be (i) overridden and passed through, (ii) adjusted to alternate account coding, or (iii) cancelled. "Bypass Integration" approval will reside at the SSC, but these instances will be communicated to the colleges so that encumbrances may be created locally.</p>
	<p>Finance personnel may review invoices prior to payment at the discretion of each college, and will be responsible for communicating timing/vendor issues to the SSC to process accordingly. However, if an invoice due date is imminent, the SSC is authorized to complete the transaction in advance of the review to ensure compliance with the Prompt Payment Act. Similarly, colleges requiring review prior to payment must acknowledge they are waiving opportunities for prompt pay discounts that may be available.</p>
<b>IT Services (System Office)</b>	<p>Given new processes that include automated approval workflows for procurement transactions within eVA, the current TPPR will be redesigned solely as a "Technology Project Request" (TPR). IT Services at the System Office will retain responsibility for reviewing and approving these requests.</p>
<b>Facilities Management Services (System Office)</b>	<p>All college-initiated construction projects and related design services which are regulated under the VCCS-CPSM, will be initiated by the college via a Project Initiation Form.</p> <p>Facilities Management Services within the System Office is responsible for reviewing the form – and, if approved, will establish contracts with selected vendors in accordance with the VCCS-CPSM. Facilities Management Services will then create confirming orders for each component of the project (e.g. design, construction, inspection) that will serve as blanket purchase orders throughout the duration of the project. All invoices for these projects will be processed by the SSC using standard practices described within these business rules.</p>

<b>SSC Personnel</b>	The SSC will be responsible for vendor registration in eVA which will assist vendor setup and maintenance within AIS and Cardinal. The use of ad hoc vendor registration in eVA will not be allowed – vendors will be highly encouraged to self-register, and the use of state-entered vendors discouraged to the extent possible.
	Certain transactions, including TMS payments (revenue refunds) will require priority processing to ensure timely receipt of payments. As a result, if colleges submit these types of payments to the SSC via voucher request by 4:00 PM, they will be guaranteed same-day entry into AIS by the SSC. For TMS voucher requests submitted to the SSC after 4:00 PM, every effort will be made to enter and approve the TMS payment voucher(s) in AIS the day of receipt. The SSC must notify the respective college if the voucher(s) will not be processed until the next business day. Non-priority voucher requests must be processed within two business days.
	<b>Note:</b> The SSC must enter and approve vouchers by 6:00 PM to ensure the voucher integrates with Cardinal overnight. Any vouchers entered after 6:00 PM will process overnight the next business day.
	The SSC must process all of its procurements in accordance with appropriate policies and procedures.
	The SSC will provide automated and manual notices to educate non-compliant end-users, central warehouse personnel, and vendors of standard requirements and expectations.
	Management reports will be prepared to assess the ongoing performance of all related parties.

**Small Purchase Charge Cards**

**Business Rule:**

Colleges will retain small purchase charge cards (“P-Cards”) for the over-the-counter (point-of-sale\*) purchases specified below and for limited other uses specified below.

The Shared Services Center will also hold small purchase charge cards for the colleges for processing payments for eVA orders in accordance with State policy.

Allowable uses of college-held P-Cards:

- Small purchase charge cards may be used as required for point-of-sale purchases of food tied to instructional programs, e.g. culinary arts programs, veterinary technology programs. (All food purchases must be entered in eVA)
- Small purchase charge cards may be used to pay for pre-approved meals that are documented in eVA and made in accordance with the state Non-Travel Related Meals (Business Meals, Overtime Meals) policy. (Please note: business meals are excluded from the Over-the-Counter, Point-of-Sale eVA Entry Exemption).
- Small purchase charge cards may be used by the colleges to pay for professional memberships and related conference registrations
- Small purchase charge cards may be used for other travel-related procurements (e.g. airlines/hotels).
- Small purchase charge cards may be used to pay for food and lodging for students only when the students are in travel status.
- Small purchase charge cards may be used in the event of an emergency in accordance with state procurement regulations.
- Small purchase charge cards should be used to pay for purchases made using the DPS statewide contract for Express Delivery Services.
- Small purchase charge cards may be used on blanket orders to create a PCO. It is the card holder’s responsibility to ensure the recurring amount does not exceed their p-card single transaction limit.

\*Over-the-Counter (Point-of-Sale transactions) small purchase charge card (SPCC) purchases that are made at the site of the sale and picked up by the individual card holder.

**Roles, Responsibilities, & Accountability:**

<b>College Cardholders</b>	<p>The following PCard transactions do not require the issuance of an eVA Purchase Order:</p> <ul style="list-style-type: none"> <li>• Over-the-Counter (Point-of-Sale transactions) small purchase charge card (SPCC) purchases that are made at the site of the sale and picked up by the individual card holder Payments for conference registrations</li> <li>• Professional organization memberships</li> <li>• Individual/group travel</li> <li>• Use of the Express Delivery Services contract</li> </ul>
	<p>Cardholders will be responsible for maintaining a small purchase charge card log for the point-of-sale purchases, verifying line items against the monthly statement, and submitting the small purchase charge card packet (log, statement, receipts) for supervisory review.</p> <p>Cardholders will be responsible for providing SSC with Point-of-Sale transaction details and documentation upon request for audit purposes.</p>
	<p>College eVA requesters are responsible for maintaining P-Card information in eVA user profile setup, and for checking, or unchecking the “Use PCard” box on the eVA Purchase Requisition (REQ). Any Purchase Order created as a “PCO” must be paid by the cardholder, or a change order issued for the purchase to uncheck the “Use PCard” box.</p> <p>Please note, College Cardholders are also responsible for understanding and following the Commonwealth’s rules (Procurement and DOA/CAPP) for compliant use of Commonwealth small purchase charge cards (P-Cards).</p>
<b>Cardholder Supervisors</b>	<p>Cardholders' supervisors must review, document evidence of approval, and return the small purchase charge card package to the cardholder for submission to the P-Card Program Administrator</p>
<b>College Program Administrator</b>	<p>The College PA will be responsible for carrying out sanctions for cardholders for non-compliant transactions found during SSC Over-the-Counter (Point-of-Sale). These sanctions are in accordance with those documented in the College’s PCard Manual (In-Scope SSC College’s use the SSC PCard Manual).</p>
<b>SSC Personnel</b>	<p>The SSC may fulfill the role of small purchase charge card program administrator for the college. For those colleges, each will have a back-up program administrator at the college.</p>
	<p>For the colleges for which SSC serves as the program administrator, SSC personnel may reconcile small purchase charge cards within AIS for the cardholder. This will be facilitated by the small purchase charge card packet, submitted by the college cardholder, including the monthly log, receipts, and supporting documentation. The AIS reconciliations and payment of the master bill must be completed on or before the month-end accounts payable close date.</p>
	<p>The SSC will also be responsible for providing training to cardholders and supervisors to support achievement of these objectives.</p>

	SSC will be responsible for completing quarterly random audits of Over-the-Counter (Point-of-Sale) transactions for approximately 10% of the transactions completed in the previous quarter. SSC will be responsible for communicating to the College PA and VP of Finance to carry out sanctions for the cardholder of the non-compliant transactions.
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**Three-Way Match**

**Business Rule:**

The SSC may proceed with payment if an invoice is less than or equal to the associated PO in any amount, so long as the invoice is less than the remaining encumbrance. Further, the SSC may proceed with payment if the variance is a result of shipping costs. If the shipping cost is not estimated/quoted on the original PO, the SSC is not required to pay the shipping cost listed on the invoice. Further, the SSC may proceed with payment if the invoice exceeds the PO by less than or equal to 2% of the total PO amount, where the variance does not exceed \$100. All other variances, as well as explicit requests by the vendor/agency within the limits stated above, require a change order or reissuance of the invoice, depending on the source of the variance.

**Roles, Responsibilities, & Accountability:**

<b>College End-Users</b>	<p>Blanket POs allow for progress payments and do not require a dollar-for-dollar three-way match prior to payment by the SSC.</p> <ul style="list-style-type: none"> <li>• Blanket purchase orders are not mandatory. This option is available for the following instances in eVA:             <ul style="list-style-type: none"> <li>○ Regularly reoccurring services in the fiscal year that are any of the following:                 <ul style="list-style-type: none"> <li>• Under the threshold for competition (\$10,000 total spend over all years of need)</li> <li>• Does not require competition because it's supplied from a mandatory source</li> <li>• Has already been competed and is under a Contract</li> </ul> </li> <li>○ The dollar amounts requested on the blanket meets the following criteria:                 <ul style="list-style-type: none"> <li>• The total amount does not exceed the value of the contract for the period of time being requested</li> <li>• The amount being requested is estimated based on historical amount spent OR an estimate for expected cost for a new purchase</li> <li>• The amount requested shall have a document attached with the estimates to prove (support) the amount requested</li> </ul> </li> </ul> </li> </ul> <p>For payments that are not generally accompanied by invoices (e.g. equipment leases), the college is responsible for contacting the vendor to request creation and distribution of invoices based on payment schedules at the college's discretion. If the vendor does not comply, the college must provide the SSC adequate documentation authorizing the payment schedule.</p>
<b>SSC Personnel</b>	<p>The SSC, supported by automation to the extent possible, must track detailed information related to invoices, receiving reports, payments/credits, and the resulting PO balance to ensure proper spending against a blanket PO. Any open encumbrances resulting from approved variances must be reviewed and closed in a timely manner.</p> <p>SSC personnel must also be aware of potential variances, e.g. lack of shipping on a vendor quote or PO, to confirm the vendor and end-user's awareness and limit payment disputes.</p>

**Payment Exceptions**

**Business Rule:**

Vendor disputes will be handled in accordance with the CAPP manual. Outstanding checks paid with state funds will be investigated and processed by the SSC in accordance with Department of Treasury (DOT) guidelines and materials. Outstanding checks paid with local funds that are \$100 or greater and 90+ days aged will be investigated and processed by the SSC on a monthly basis. Any check(s) that remain outstanding must be submitted to the Division of Unclaimed Property. Outstanding checks paid with federal funds must be returned to the appropriate Federal Agency after appropriate due diligence has been performed by the SSC.

**Roles, Responsibilities, & Accountability:**

<p><b>College End-Users</b></p>	<p><b>Vendor disputes:</b> College personnel must notify the SSC within three (3) business days of receipt of the good/service that a dispute is in progress and payment should not be made against the associated invoice. Subsequently, the SSC and the recipient of the good/service must coordinate to contact the vendor within fifteen (15) business days of receipt to initiate corrective action among the parties.</p>
<p><b>SSC Personnel</b></p>	<p><b>Vendor disputes:</b> SSC personnel may assist the dispute resolution, verifying vendor contact within fifteen (15) business days of receipt. The SSC will proceed with payment upon resolution of the issue and receipt of the good/service within eVA.</p> <p><b>State voids/stops:</b> The SSC will be the point of contact for all vendor check inquiries. The SSC will coordinate with the college to determine whether a check has been returned to the college. If not, the SSC will confirm the status of the check with DOT via CheckIT. If the check is outstanding, the SSC must then submit the Cardinal Stop Payment Authorization Form to DOT detailing the appropriate course of action (stop payment or stop &amp; re-issue payment), and perform any entries required in AIS.</p> <p>The SSC will also be responsible for performing due diligence on State outstanding checks upon receipt of the outstanding checks list from the DOT. For checks that have a monetary value of \$100 or greater, the SSC must send the DOT's standardized due diligence letter, with the respective college's letterhead, to the payee. The SSC must also confirm the status of the check with DOT via CheckIT. The SSC must then submit the Cardinal Stop Payment Authorization Form to DOT detailing the appropriate course of action (stop payment or stop &amp; re-issue payment), and perform any entries required in AIS. State checks on the list that remain outstanding post due diligence and/or at fiscal year-end must be submitted to the Division of Unclaimed Property.</p> <p><b>Local voids/stops:</b> Each month, outstanding checks – identified through the bank account reconciliation process – that are \$100 or greater and 90+ days aged must be investigated by the SSC. The SSC will coordinate with these payees, as well as payees that initiate the investigation, and the local bank to determine the appropriate course of action (stop payment or stop &amp; re-issue payment). After performing due diligence and determining check(s) that will remain outstanding, the SSC must submit the unclaimed payments to the Division of Unclaimed Property.</p> <p><b>Federal voids/stops:</b> Federally funded checks that remain outstanding post due diligence are required to be returned to the appropriate Federal Agency by SSC personnel.</p>

**Disbursement & Maintenance of Local Funds**

**Business Rule:**

In an effort to limit the number of bank accounts and related costs system-wide, the vast majority of local fund payments will be disbursed by the SSC from a single, interest-bearing checking account, segregated by college. Colleges will be required to adopt this same bank – which will be selected in accordance with applicable procurement regulations – for the purpose of making local fund payments.

Separate accommodations will be made if the SSC bank does not have a branch near a given college.

**Roles, Responsibilities, & Accountability:**

<b>College Finance Personnel</b>	<p>Each college will be requested to maintain two checking accounts:</p> <ul style="list-style-type: none"> <li>• An operating account shared with the SSC in the SSC bank so that existing funding and all future deposits are available</li> <li>• A "petty cash" checking account maintained by the college at a local bank for ACH disbursements and limited check payments that must be hand-delivered before the SSC is capable of processing/mailing the check to the college. This may or may not be the same bank as the SSC local bank branch. The colleges will be responsible for disbursing all payments, and either processing in AIS directly or submitting a voucher request to the SSC to process in AIS (noting that funds shall not be disbursed).</li> <li>• Colleges are encouraged as a best practice to minimize the number of local checking accounts that they have in order to reduce fees and related staff costs for reconciling accounts each month.</li> <li>• Colleges have the flexibility to maintain the balance of their local funds in locally managed investment accounts in banks of their choosing or may invest them with the SSC bank.</li> </ul>
	<p>If a college opts to retain a different bank than the SSC's for investment purposes, college finance personnel must transfer funding on a monthly basis from their own bank to the SSC's bank. The amount will vary by college and by month, but must provide enough funds to cover all expenditures paid during the period.</p>
	<p>Investments will remain the discretion of the college, and funds may be withdrawn from the operating accounts at any time by authorized college personnel. Bank account reconciliations will remain the responsibility of the college, supported by monthly reports from the SSC listing all outstanding checks issued from the shared bank account.</p>
	<p>Federal funds will be deposited directly from the Department of Education's web portal, G5, into the SSC's local fund bank account. The colleges will be responsible for submitting applicable voucher requests that the SSC will process, including payments to:</p> <ul style="list-style-type: none"> <li>• TMS</li> <li>• Colleges' state bank accounts for tuition</li> <li>• College bookstores</li> </ul> <p><b>Note:</b> Until the conversion process of updating bank accounts within G5 is complete – which is historically a timely process and best performed in the timeframe around fiscal year-end – the colleges may continue processing drawdowns and reverse drawdowns locally.</p>



<b>SSC Personnel</b>	The SSC will be responsible for disbursement and AIS processing for all transactions paid from the shared operating account, as well as transactions disbursed locally at the college but requiring an AIS payment voucher.
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**Contract Administration**

**Business Rule:**

The SSC will perform the procurement-related contract **management** function for all contracts, ensuring involvement of the college at each decision point. The SSC will designate (with direction from the college) contract **administrators** at the colleges when necessary for day-to-day oversight of contracts.

**Roles, Responsibilities, & Accountability:**

<b>College End-Users</b>	Designees at the college, generally recipients of the contracted goods/services, will be responsible for contract <b>administration</b> , which includes oversight of day-to-day activities/utilization of the contract.
<b>SSC Personnel</b>	The SSC will be responsible for contract <b>management</b> , which includes life cycle management of the contract, e.g. legal review, management and signature authority for issuance, change orders/modifications, performance, renewal, close-out, etc.  <b>For more information, see business rule for Purchase order transmission (<a href="#">PO Print</a>).</b>

**Other Role Allocations**

Topic	Roles
<b>Exemptions/ Exceptions</b>	On an annual basis, the SSC will ask for blanket approval of exemptions / exceptions regarding mandatory purchases on behalf of all colleges. Additional requests for mandatory purchase exemptions should be submitted to the SSC for processing through the appropriate agency.
<b>Fiscal Year-End</b>	Fiscal Services (System Office) will continue to prepare and disseminate the fiscal year-end schedule based on DOA closing deadlines and other factors. The SSC will coordinate with Fiscal Services to determine deadlines for making procurements (perhaps with different timelines and thresholds for different types of procurements) and submitting items for payment. <i>The SSC will work closely with colleges to ensure that year-end balances are spent in accordance with college plans.</i>
<b>Fixed Asset Management</b>	Colleges are responsible for identification, tagging, and tracking of fixed assets and other controlled items. Colleges may determine whether assets other than those mandated by the State are to be controlled. Colleges are responsible for identification and management of surplus property.

<p><b>1099 Processing</b></p>	<p>The SSC is responsible for generating and distributing Form-1099 to all applicable vendors. It is at the discretion of the college to review the 1099 tax forms prior to disbursement to the vendors. It is the responsibility of the SSC to upload the "Test" and "Final" 1099 tax files to the IRS' website, FIRE. The "Final" tax file is required to be uploaded to FIRE no later than the latest IRS Filing Deadlines each year. In addition, the SSC will monitor the status of both the "Test" and "Final" tax files and perform corrective action as necessary.</p> <p>Vendor disputes regarding Form-1099 will be addressed by the SSC in coordination with the colleges as deemed necessary.</p>
<p><b>Leases</b></p>	<p><b><u>Operating Leases:</u></b></p> <p>For leases of real property, the policy related to obtaining approvals for establishing an off-campus site is in the State Board Policy Manual, Section 10.3; procedures for soliciting and negotiating leases for off-campus sites are in the Lease Procedure Manual maintained by Legal Services/Facilities Management Services. Colleges are encouraged to use the services of the assigned vendor under the state's Commercial Real Estate Broker Services Contract, currently Divaris Real Estate.</p> <p>Real estate leases do not require the issuance of an eVA purchase order.</p> <p>For leases of equipment, standard procurement policies and practices apply. All equipment leases should be entered into eVA and payments should be made using a blanket purchase order, described in a business rule above.</p> <p><b><u>Capital Leases:</u></b></p> <p>For capital leases (leases of real property that meet one of the following tests per CAPP manual – lease transfers ownership to lessee by end of lease term; lease contains a bargain purchase option at the end of the lease term; lease term is equal to 75% or more of the estimated economic life of the leased property; present value of the minimum net least payments equals or exceeds 90% of the fair market value of the property) – procurement procedures are determined by the state and the State Board and are reflected in the VCCS capital outlay manual. Capital leases require approval by the State Board and are also subject to further approval of the General Assembly and appropriate state agencies.</p> <p>Real estate leases do not require the issuance of an eVA purchase order.</p>
<p><b>Emergencies</b></p>	<p>See business rule for <a href="#">Emergency procurement</a>.</p>

**Changelog**

April 2024	Update to PCard content related to Blanket Order with additional Management Council edits for PCard and clarification of when Banket Order option is available.
December 2023	Updated Honoraria Exemption – Requested by Purchasing Council Updated Over-the-Counter Process. Approved by Management Council on 10/11/2023.
March 2022	Updated to remove “slim-line” language per Ken Kapko’s Evergreen review.
April 2021	Updated Small Purchase Charge Cards Business Rule. Originally approved by the Purchasing and AP Process Councils in May 2020 and by Management Council in June 2020. SF Ticket 111003
March 2021	Added over-the-counter culinary purchases to list of PO exemptions in Roles and Responsibilities section of Small Purchase Charge Card Business Rule. Management Council approved on 3/24/21. SF Ticket 134571
October 2020	Portions of four (4) APSPM eVA exemptions added to Procure-to-Pay General Guidelines. Approved by Management Council Standing Committee on Procurement 2020-09-25. SF Ticket 121305
July 2020	Travel exemption added to Procure-to-Pay General Guidelines. Approved by Management Council Standing Committee on Procurement 2020-07-30
June 2020	Update to Small Purchase Card content, per Sean Corron’s request. Approved by Purchasing & AP Process Councils May 2020 and Management Council in June 2020. SF Ticket 111003
March 2020	Eliminated requirement to create eVA purchase order for express delivery services (UPS) and established new rule permitting the use of SPCC for those purchases; approved by Management Council Purchasing Standing Committee 2020-02-25.
March 2020	Modified “Superseded by” language in Contract Administration, re: PO Print, and Emergency – Per Cheryl Thompson-Stacy. Modified preamble to remove pilot language. 2020-03-02
February 2020	Added Changelog to record changes in the document.

February 2020	Struck rules relating to emergencies which were superseded by separate publication of "Emergency procurement" business rule; approved by Management Council on 2019-10-29.
February 2020	Struck rules relating to transmission of purchase orders which were superseded by separate publication of "Purchase order transmission" business rule; approved by Management Council on 2019-10-29.
February 2020	Permitted the use of college PCard for conference registrations, membership fees, and individual and group travel; approved by Management Council on 2018-03-19
February 2020	Eliminated requirements to create eVA purchase orders for real estate leases; approved by Management Council on 2017-11-29.
February 2020	Eliminated requirement to create eVA purchase orders for public utilities and established new rules for the payment of utility invoices; approved by Management Council on 2017-11-29.
February 2020	Removed mandate to create blanket purchase orders for certain transactions and made the use of blanket purchase orders optional, limited to transactions meeting certain criteria; approved by Procure-to-Pay Process Council on or around 2017-09-11.
February 2020	Modified three-way match tolerance to permit payment of an invoice where the variance is a result of shipping costs, regardless of the amount of the variance; approved by Management Council on or around 2017-09-06.