Helpful Links – Finance & Procurement

Below are links commonly used during the procurement of goods and services at the University. Organizing links by folders within the bookmark bar of your browser is especially helpful.

1. How to create bookmarks and folders in Google Chrome
2. **TESS (Training Evaluation & System Support)** - Training dept and links to resources, materials, classes, end of year calendar.
   - Finance Contact List – not sure who to contact? Look here!
   - Instructional Materials – step-by-step guides related to procurement and finance processes
   - Finance Reporting (SharePoint) - Reports such as the *Cardinal Verified Vendor Report* are found within Report Central
   - Purchasing Resource Guide – Quick reference guide to topics related to the procurement of goods and services
3. **Procurement Services**
   - Purchase/Payment Approval Form/ Cabinet Approval
     - This form is required for purchases over $1000.00
   - Technology Request form – Review prior to any technology purchase
   - Exemptions to Competitive Requirements Document
     - Some purchases are exempt from eVA and/or the requirement of a small business micro quote
   - Cobblestone - Access to a searchable database of all UMW contracts. Mandatory contracts are listed here.
   - SPCC – Small Purchase Charge Card Information
   - Works (Bank of America)
4. **Accounts Payable**
   - Business Meal and Food Regulations
     - Information about providing food for events. Preapproval is always required and there are many regulations surrounding food and appropriate use of charge card.
   - Chrome River
     - Use for travel and personal reimbursements and travel preapproval.
   - Vendor Selection
     - Steps to consider prior to engaging in services with and individual or company.
   - Independent Contractor
     - An Independent Contractor is a person, not company, hired for services. Individuals may or may not require eVA entry dependent on service provided. This listing shows pre-approved service types
   - Direct Pay
     - Also called check requests, these are direct entries into Banner for check payments outside the eVA process. These vendors do not accept the charge cards.
   - Pre-Payments
     - Prepayments are payments we make in advance of the full service that typically extends over a period of time, such as subscriptions. Prepayments have special coding and terms of service tracking.
   - Banner Receiving – Instructional materials to guide you through receiving in Banner