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|  | | **Over the Counter Purchase (OTC) Checklist**  **Purchases up to $10,000 with pCard** | | | **Version:1.0 Revised:**  **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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