



# WILLIAM & MARY

CHARTERED 1693

## PROCUREMENT SERVICES

April 27, 2020

To: SPCC and eVA Users

From: Erma Baker, Director of Procurement Services

Re: Identification of COVID-19 Orders

Dear SPCC/eVA System Users:

In an effort to track ongoing spend that is specifically tied to COVID, we ask that all future COVID related orders be clearly identified in the following way:

SPCC orders: Please include “COVID” as the first entry in the comments box.

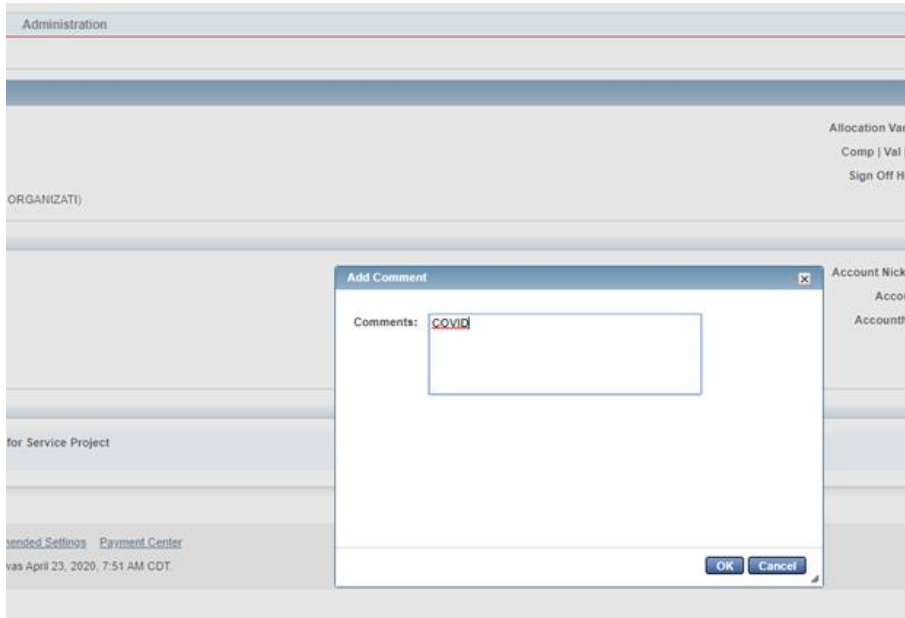
eVA orders: Please type “COVID” as the first five characters in the header cross reference field.

Additional Instructions follow. This action will allow W&M a trackable way to identify university spend associated with the pandemic in hopes of consideration for any future compensation available through FEMA, or other sources. Thank you for your ongoing cost containment efforts and willingness to assist in capturing COVID related expenses.

## COVID Procedures

### SPCC

At the time of sign-off after reconciliation and receipt upload is complete in Works, you are prompted to leave a Comment. While Comments are not typically required, if the purchase is COVID-19 related, please leave the Comment COVID in the Comment box before sign off.



eVA

When placing an order via eVA for a COVID related purchase, please include “COVID” in the Header Cross Reference field on the purchase requisition. This will be printed in bold letters on the Purchase Order once fully approved.

Summary Approval Flow

Client Name: A204CWM - College of William & Mary

Title: \* Apple - Macbook Pro

On Behalf Of: Dixon, John

Agency Number: 204-Colleg of William and Mary

Fiscal Year: 2020-

PO Category: R01-Routine

Procurement Transaction Type: 25-Supplies - Technology

**Header Cross Reference: COVID**

Confirming Order; Do Not Duplicate:

Accounting Summary: [View Accounting Information](#)

My Labels:  [Apply Label...](#)

Change Initiated By: Dixon, John

For Change Order: Yes

**Order No. EP620772-COVID**

Issued on Thu Apr 23 09:28:08 EDT 2020  
Created on Thu Apr 23 09:28:08 EDT 2020 by Dixon, John

eVA Req# PR629953

Supplier:  
APPLE  
111 Main St  
Fairfax VA 22012  
United States  
Phone: 321-321-1231  
Fax: 321-321-3213  
Contact: Jon Kappeler  
Vendor TIN: \*\*\*\*\*3274

Ordering Person:  
College of William & Mary  
Dixon, John  
Phone: 757-221-3957  
E-mail: jadxon@wm.edu

Ship To:  
Procurement, Office of  
College of William and Mary  
Grigsby Dr. Facilities Mgt Bldg, Lower Level  
Williamsburg, VA 23185 United States  
Phone: Fax:  
Deliver To: John Dixon

Bill To:  
Procurement, Office Of  
College of William and Mary  
PO Box 8795  
Williamsburg, VA 23187-8795 United States  
Phone: Fax:  
E-mail:

Item	Item Number	Description	Need By	Quantity	Unit	Unit Price	Extended Amount	Contract Number
1		Macbook Pro		1	each	\$ 1,100 USD	\$ 1,100 USD	
							Total : \$ 1,100 USD	

Status: Ordered

This order is governed in all respects by the laws of the Commonwealth of Virginia, including §23.1-1003 of the Code of Virginia and the associated Rules Governing Procurement of Goods, Services, Insurance and Construction (the Rules), and the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and Their Vendors; copies are available at <https://vascupp.org/>. The stated price(s) include shipping, FOB destination, unless otherwise stated in the body of the order. This order is subject to all eVA provisions and requirements stated in the Commonwealth of Virginia Procurement Manual for Institutions of Higher Education, including an eVA transaction fee in accordance with the eVA Fee Schedule, available at [www.eva.virginia.gov](http://www.eva.virginia.gov). This fee will be invoiced to your company approximately 60 days after the order issue date specified above by the Commonwealth of Virginia, Department of General Services. Any modification to these terms must be agreed to in writing by all parties prior to performance of this order. The following purchase order terms and conditions shall apply to this order: [https://www.wm.edu/offices/procurement/policies\\_and\\_procedures/index.php](https://www.wm.edu/offices/procurement/policies_and_procedures/index.php)