Reimbursement and purchasing questions from graduate students – combined similar questions. 11/29/23

1. About how long does it take OTS or marketplace orders to process?
   1. Sad to say, it really varies. For example, when the department puts in a PO for office supplies to The Supply Room, it’s usually approved in the system within an hour or so. And they usually deliver our good within 24 hours. But they’re a contracted vendor.
2. Is there a list of UVA registered vendors that we can access, or a way to search/check if a vendor is registered before placing an order since this isn’t clear through OTS?
   * 1. On UVA Marketplace, you can see all the contracted vendors and shop accordingly. Or, if you look at the Purchasing document on the department website, there is a list of commonly used vendors the department uses that are both contracted and registered.
   1. Some items need to come from a specific vendor within a certain time frame for research and not knowing if they are registered ahead of time can be confusing
      1. Laurie can check for you to see if they’re already registered. That will save some time.
   2. How long does it take to register a vendor if we need something from a specific vendor that isn’t registered? AKA how far in advance should we ask for them to be registered so timelines are fine for everyone?
      1. It can take anywhere from 24 hours to as long as a few weeks, or more. So please allot plenty of time. The more time, the better.
3. Is there a list of SWAM and small locally owned vendors that have a contract with the university, or does any business we can find that qualifies as SWAM or small locally owned meet this requirement? If we use these kinds of vendors, will they need to become UVA registered before we can place orders?
   1. Yes, the state keeps a list of them, which you can use here. vendor. <https://directory.sbsd.virginia.gov/#/executiveExport>
      1. SWAM vendors must go through a vetting process by the state before being certified as a SWAM. Usually, if they’re labeled as SWAM, then they’re already registered since that’s a vetted process.
   2. Do we need to pay for sales tax if we purchase from these types of vendors?
      1. Nope! Not if you order through the UVA ordering system, which should be the primary way or ordering things. Or if you put an order request through OTS.
   3. What is the best way to go about purchasing in-person from local businesses so we can get reimbursed? Does the department have any payment accounts with local businesses? Do we have to pay sales tax in this situation?
      1. Although we love that enthusiasm for supporting local businesses, as a university rep, we have to stress using contracted vendors, which are not always local businesses, unless we’re talking catering. And depending on what the good is dictates the method of payment. Usually it’s a PO but sometimes it’s a T&E card. For your purposes, when you’re requesting to buy things in marketplace, it will be a PO. We do not pay salestax.
4. Emergency purchases can also be necessary for labwork or field preparation while in Charlottesville. Do these purchases have the same exceptions as if you were purchasing out in the field
   1. Probably not. A rule of thumb is to plan ahead and request your supplies to be ordered ahead of time as early as possible. It saves headache and stress for everyone.
5. When we book airfare for ourselves, do we need to book a certain level of seat (like economy plus or something refundable)? Or is that just the case if the department is booking for us
   1. Economy, regardless if the department (ShaRhonda. Elizabeth as backup) or you yourself book it. Anything beyond, when traveling domestically, would be considered ‘fiscally unresponsible or inappropriate’.
6. Is there a staff member that students should ask for Worktag information if our faculty advisor doesn’t have it?
   1. Yes. Typically, the department manager would know all the accounts since they’re job is to manage them. Or ask one of the other staff since we keep a copy of the master list.
7. When we ship from the department, what time is the pickup from the loading dock? When we receive shipments that need to be signed, is there a specific time these come?
   1. The Fedex and UPS guys are on pickup routes, so they come when they can (aka, it depends). Normally we schedule pickup between 9AM and 4PM.
   2. No. Packages are delivered during all times of the day (sometimes at night) and all over the place. Meg and Susie are very diligent about pulling the packing slips and sending them to Laurie to be signed later. Then they put them in the tank room. When you receive the email for pick up, please pick them up within 24 hours.
8. Are there different rules for international purchasing? Is there a contact in the department who can help with this?
   1. Yes. Before asking ShaRhonda to make a Fedex label, you and your advisor must contact the Office of Export Controls.
9. What are the rules for shipping internationally? I know that there are steps that graduate students are expected to complete, but I was never taught how to do it. Is this information available anywhere from the university? Is there a staff contact for this?
   1. When shipping internationally or exporting data internationally, it must go through export controls. Export controls regulate the shipment or transfer of controlled items, technology, software, or services out of the U.S. Ties to the Export Control Act of 1976 and Export Admin Act of 1979. It’s basically to protect U.S economic and national security interests and support U.S foreign policy interests.
   2. Before asking ShaRhonda to ship overseas, you and your advisor must contact the Office of Export Controls.
   3. <https://research.virginia.edu/research-security/export-controls>