

BANK OF AMERICA VISA LOG SHEET

MONTH (16th TO 15TH)		NOTE: All eVA exclusions are exempt from the set-aside requirement EXCEPT exclusion #17 (over-the-counter) as referenced in 14.9 b in
DEPARTMENT		the Agency Procurement and Surplus Property Manual (APSPM). A procurement is exempt from the set-aside requirement as referenced in
CARD HOLDER		APSPM 1.5 b, c, d and e or is available from mandatory or non-mandatory contracts, as well as purchases made from existing mandatory or
BANNER INDEX CODE		optional State or Longwood contracts. Links to Mandatory (statewide) and Longwood Contracts and the eVA Exclusions List are on the
		Materiel Management homepage. The APSPM can be accessed by clicking on Links on the Materiel Management homepage.

DATE	VENDOR	DESCRIPTION	BANNER ACCOUNT CODE	PRICE	ORDER PLACED IN eVA? Yes/No	eVA REFERENCE NUMBER PCO/DO #	PICKED UP ORDER Yes/No	eVA EXCLUSION NUMBER (see eVA Exclusion List on Materiel Management website)	MANDATORY CONTRACT RELEASE OBTAINED (see Mandatory Sources on Materiel Management website)	DMBE-certified SWaM BUSINESS CODES (see KEY below)	INSURANCE (services/work performed on state property) VENDOR CERTIFIED THEY HAVE PROPER INSURANCE

CODES	Key for DMBE-Certified SWaM Coding
YES	Yes, purchased from SWaM vendor
PNR	SWaM Price Not Fair and Reasonable
VNA	SWaM Vendor Not Available
ESS	Exempt from SWaM Set-aside (see NOTE above and include the contract number or APSPM section on your eVA order or documentation)
SS	Sole Source (prior approval from Materiel Management required)
EP	Emergency Procurement – SWaM Not Practicable (prior approval from Materiel Management required)