

## Checklist for Supervisors Who Approve VISA Logs

- All blocks on the log sheet are filled in (using N/A when applicable).
- Correct Banner account code is noted in the BANNER ACCOUNT block (codes ending in '0' are unacceptable).
- If ORDER PLACED IN eVA block is marked 'No', then make sure the eVA EXCLUSION NUMBER block is filled in with an exclusion number (which means it does not have to be placed in eVA). If the eVA EXCLUSION NUMBER block is blank, or an incorrect code is used, your department will be charged 2% of the total price of the item ordered.
- Check the goods purchased as noted in the DESCRIPTION block, to determine if it is on a mandatory state contract, if it is and the item was not purchased from the mandatory source, verify that a release was obtained from the Materiel Management office and a copy is in the cardholder's file.
- Note the VENDOR name to determine if the proper DMBE-Certified SWaM BUSINESS CODE has been noted in that block. Remember if the code PNR is used, a record for this determination must be maintained with the cardholder's monthly VISA statement. This also applies to using the SS and EP codes.
- If the BANNER ACCOUNT CODE is in the 1200 series and it applies to a service, then in the INSURANCE block, your cardholder must verify that the contractor (if coming on campus) has insurance; if not, contact Materiel Management for assistance.

**Additional items to check for:** 1. No state tax is charged by the individual vendors (look at the sales receipts). 2. If the code PNR (SWaM Price Not Fair and Reasonable) is used, the cardholder must have documentation which is maintained in the monthly VISA file. 3. If the code VNA (SWaM Vendor Not Available) is used, cardholder must have documentation that is maintained in the monthly VISA file. 4. If the code SS (Sole Source) is used, written approval from Materiel Management is required and must be maintained in the monthly VISA file.

**Note for supervisor as outlined in the CAPP manual:** By signing the cover sheet, you are agreeing that all information provided on the cardholder's log sheet and its attachments are correct and are valid state expenses. This means that you will be held accountable for all of your cardholder's purchasing activities.