

THE CART

What's happening in Procurement at Virginia Tech

March 2025

Reminder of SCHEV/ETF



It's that time of year again! Please be advised that all orders using SCHEV/ETF funding are required to have the items invoiced and received no later than June 13, 2025. All requisition using this funding should clearly have the ETF number(s) listed in the external notes section. Please be sure that any and all long lead time items are ordered as soon as possible to allow for potential delays. Also, remember to work with Fixed Assets to ensure that all equipment is properly tagged and inventoried.

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Did You Know? America To Go Payment Reminders

America To Go (ATG) serves as Virginia Tech's concierge service for catering, streamlining the procurement process for catering services and providing campus with appropriate food safety controls. To ensure a seamless experience, we would like to provide further clarification of the payment process.

ATG is responsible for paying caterers directly, and Virginia Tech, in turn, reimburses ATG. This structure allows caterers to receive payments quickly for their services. However, we understand that this process can sometimes be confusing, so here are a few key reminders to keep things running smoothly:

- **Only cancel America To Go purchase orders (POs) if the event itself is canceled.** Encumbrances on ATG POs will be released once ATG submits an invoice, which is then approved by VT Accounts Payable, provided the department has submitted appropriate receiving documentation. Be sure to attach attendee lists and food approvals to your requisition.
- **Exercise caution when discussing payments with caterers.** A caterer may indicate that they have already received payment, leading to confusion. However, since Virginia Tech pays ATG directly, rather than the caterer, the PO must remain open to ensure proper processing of ATG's payment.
- **For canceled events requiring a credit memo, appropriate documentation is necessary.** When requesting a credit from ATG, please provide a written confirmation from the caterer acknowledging the cancellation. ATG must verify the cancellation before issuing a credit to Virginia Tech and having that documentation ahead of time speeds up the process.
- **Receiving in HokieMart should be completed immediately following the event.** Receipt date should indicate the date that the food was provided for the event. Payments are due to ATG within 15 days from the event. Attendee lists are also required for most events and can be attached via a comment on your PO.

By adhering to these guidelines, you can help ensure a smooth payment process with America To Go. Should you have any questions, please don't hesitate to reach out to hokiemart@vt.edu for further assistance.

Reminder: P-card Statements and Reconciliation Deadline

Starting in 2024 the p-card program has now moved to electronic only p-card statements. You may access your statement through Bank of America's Global Card Access. This is a separate log in and password from your Bank of America Works log in and password. Please email purchasecard@vt.edu if you forget your password to have us manually send you a "reset password" email as the link that Bank of America offers is currently not working. Also remember that monthly reconciliations in Chrome River are due by the 10th of every month. This includes submitting it for approval and getting it approved by the 10th of the month. Anything after that is considered a late reconciliation submission and with 3 or more late submissions your card can be in danger of being put in a 90 day suspension. In order for the card to be returned to active status you and your department head will have to pass the p-card test. If you are going to be out of the office make sure you have someone who can submit this for you to avoid getting a late reconciliation warning email. If you have an questions or concerns please reach out to us at purchasecard@vt.edu



Compliance Corner: Sales Tax with P-cards

The University is exempt from paying Commonwealth of Virginia sales tax on Pcard purchases. It is the cardholder's responsibility to ensure that sales tax is not charged at the time of purchase or to request a refund if tax is incorrectly applied. If sales tax is charged in error, the cardholder must complete the ST-12 Form ([Commonwealth of Virginia Sales and Use Tax Certificate of Exemption](#)), provide the vendor's details, and submit it to the vendor to request a tax refund credited to the Pcard. The cardholder should retain all related documentation, including the completed ST-12 form and any correspondence with the vendor, as proof of the refund request for audit purposes. Adhering to this process helps the University maintain its tax-exempt status and avoid unnecessary expenses.

DID YOU KNOW?

Punchouts with Quote Features

Many of our punchout contract vendors have the capability to provide departments with a quote which can be retrieved within the punchout session. This method of ordering from a quote is a more efficient method to order as it automatically populates in the punchout cart thus avoiding the manual entry of each item on a non-catalog form. The punchout order is transmitted electronically and the invoicing is electronic which is the fastest and most efficient method of delivery. The following punchouts have the quote capability:

- Airgas
- Apple
- B&H
- CDWG
- Complete Book
- Dell
- Fastenal
- Ferguson
- Fisher Scientific
- Grainger
- Lowe's
- MSC
- Qiagen
- Sigma Aldrich
- State Electric
- TIG
- USA Scientific
- VWR Scientific

Departments can request a quote from the vendor sales rep and/or request the quote within the punchout. The quote will then be available to select within the punchout environment.

Any questions regarding punchout quote capability can be directed to hokiemart@vt.edu.

Training for HokieMart Requestors:

HOKIE MART

- Mar 26th 2025
- Apr 30th 2025
- May 28th 2025
- Jul 30 2025
- Aug 27th 2025
- Sep 24th 2025
- Oct 29th 2025
- Dec 3rd 2025

Registration Required through [PageUp](#)

UPCOMING EVENTS

ABC's of Procurement Part 1
Sign Up on [PageUp](#)

ABC's of Procurement Part 2
Sign Up on [PageUp](#)

Supplier Spotlight:



Blue Ridge Graphics: Supporting Virginia Tech with Custom Collegiate Apparel

As a proud, second-generation Hokie-owned business and licensed printer for Virginia Tech, Blue Ridge Graphics (BRG) is dedicated to helping the Hokie community showcase their spirit with high-quality, custom-branded apparel and promotional products. With over 45 years of experience, our Charlottesville-based company specializes in screen printing, embroidery, and innovative branding solutions tailored to the unique needs of colleges and universities.

Gear Up for Game Days, Campus Events & Student Organizations

Whether it's for athletics, student groups, alumni associations, or campus departments, BRG delivers top-tier custom apparel designed to make an impact. Our services include:

- Screen Printing & Embroidery: Offering a wide range of styles and decoration techniques to ensure Hokies stand out, no matter where they are on campus.
- Promotional Products: From branded giveaways to faculty and staff recognition gifts, we provide customized merchandise that strengthens school pride.
- Web Stores for Easy Ordering: We design and manage online stores, making it simple for students, faculty, and fans to order Virginia Tech-approved apparel and spirit wear.

Fast, Reliable Service with No Setup Fees

We understand the fast-paced nature of campus life, which is why we offer streamlined processes, low minimums, and quick turnarounds—ensuring that Hokies receive their gear when they need it. Plus, we never charge setup fees, making it easier for student organizations and departments to stay within budget.

As a Hokie-owned business, we take pride in giving back to the Virginia Tech community. From club tees to faculty apparel and fundraising merchandise, BRG supports our fellow Hokies with high-quality, sustainable branding solutions.

A Commitment to Sustainability

BRG is also the only SGP-certified (Sustainable Green Printing) commercial screen printer in the U.S., BRG prioritizes eco-friendly practices and apparel.

To learn more, visit brgtshirts.com, or email Lisa Craig at lisa@brgtshirts.com.

