

AMERICA TO GO

Updated catalog/punchout coming soon!

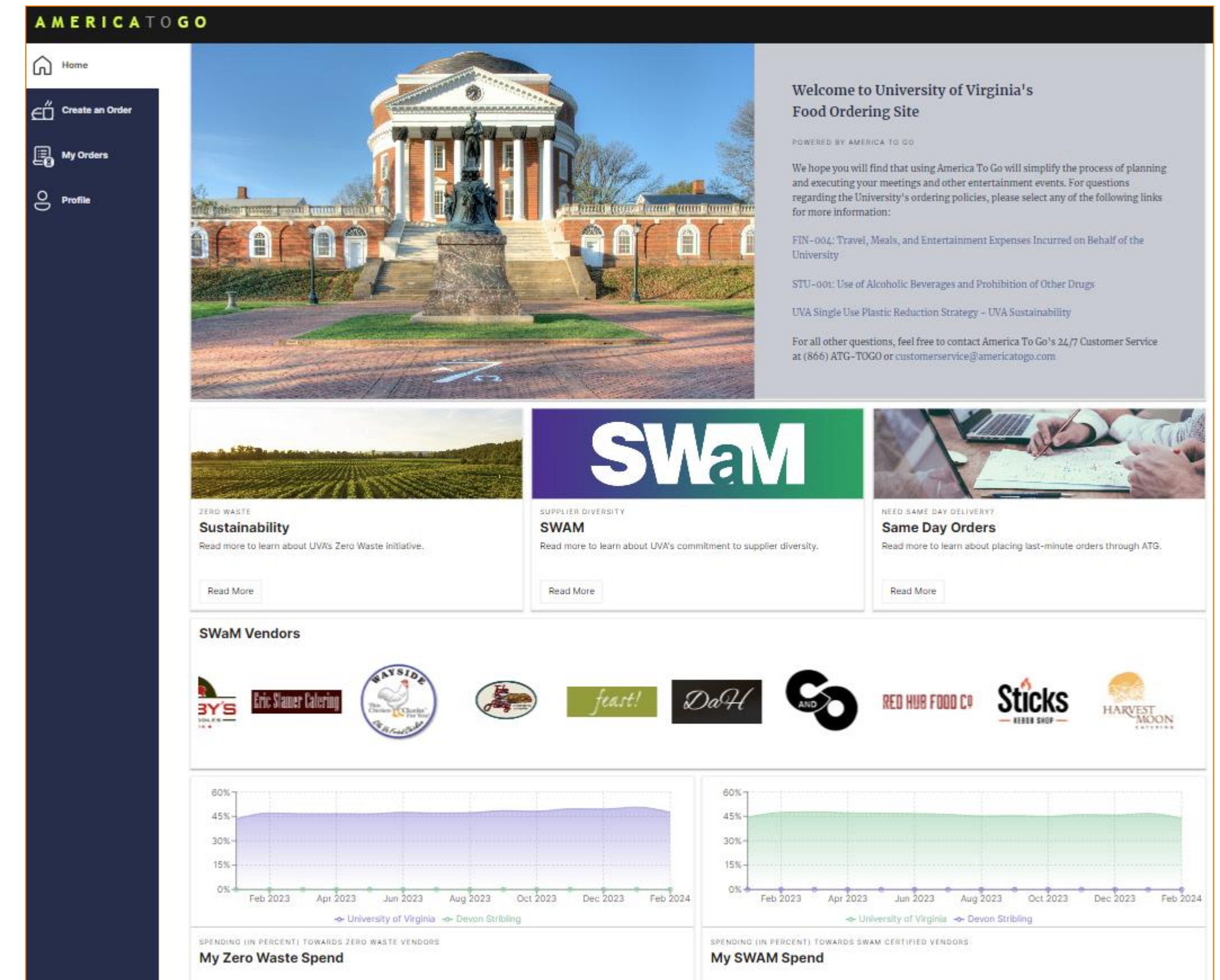
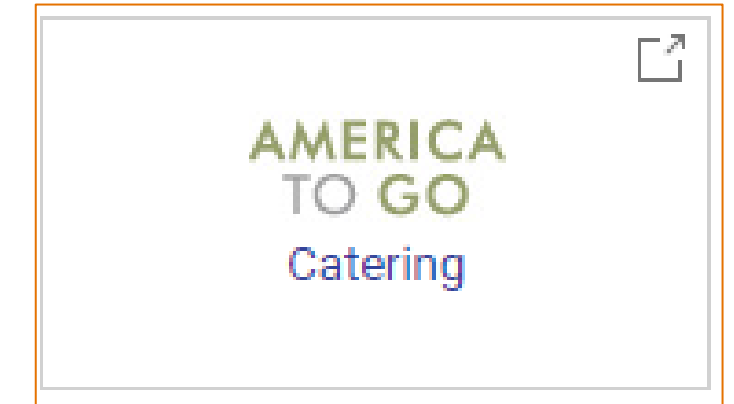
➤ A new version of the America to Go (ATG) catalog/punchout is scheduled to go live in UVA Marketplace on March 2, 2024

○ Keep an eye out for:

- Updated resources and an email invitation for a training webinar (led by ATG)

○ Expect:

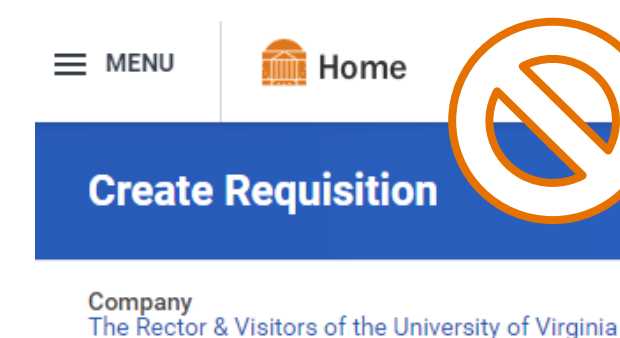
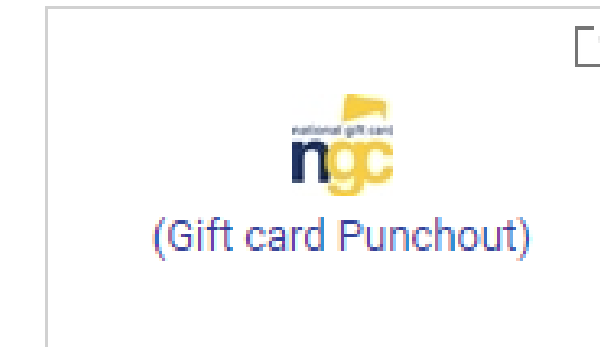
- A new landing page with updated reports and major initiatives of the university
- Slight formatting changes for creating orders that are designed to improve efficiency



PROCUREMENT OF GIFT CARDS

Updated process overview

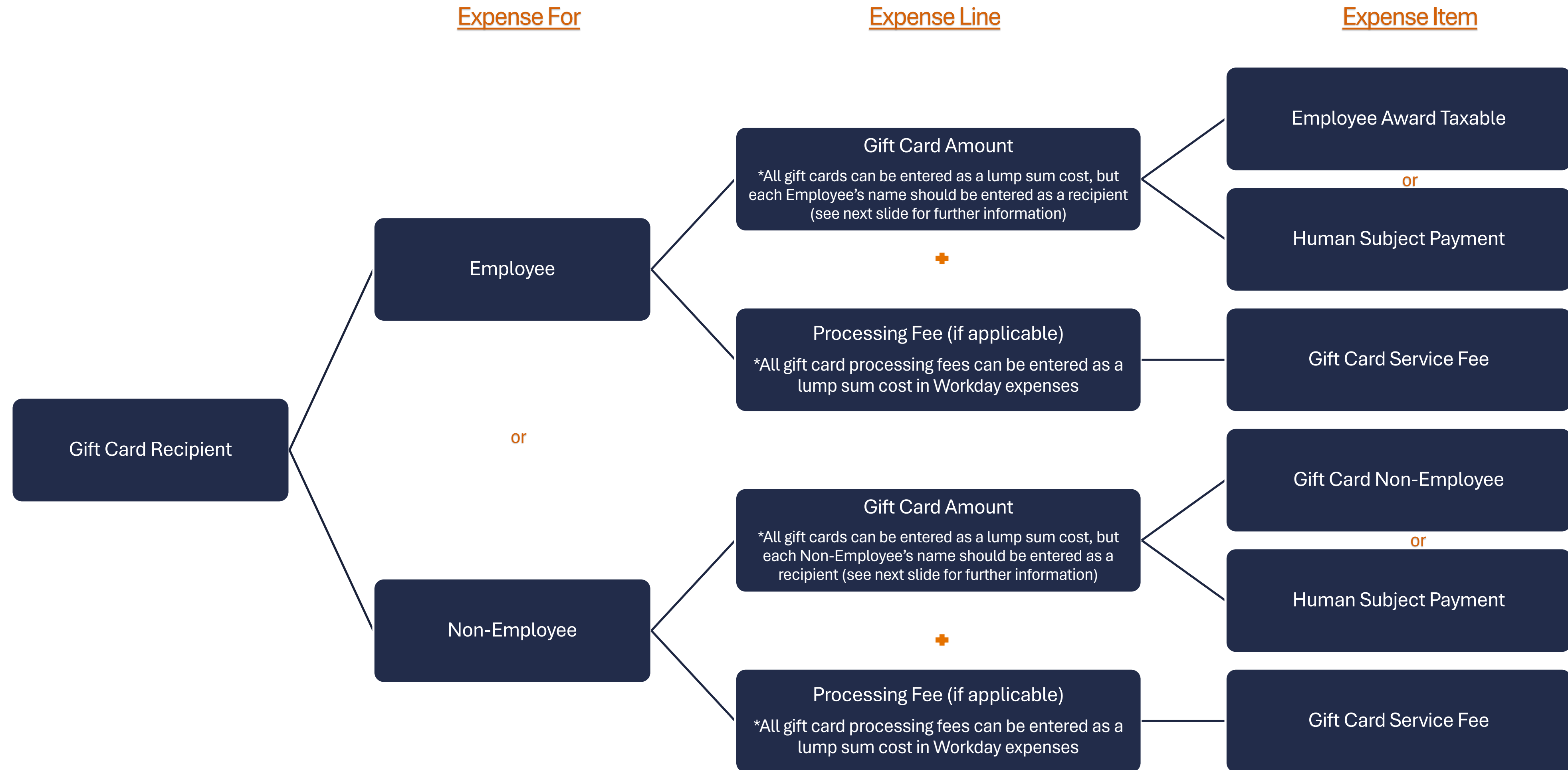
- Effective February 14, 2024, the current National Gift Card catalog/punchout will be disabled in UVA Marketplace
- Gift cards (physical or electronic) should be procured via University-issued T&E Cards
*Note: Individuals/departments *cannot* be reimbursed for the procurement of gift cards
- Gift cards should *not* be procured via Requisition Events/Purchase Order requests
- For Non-Employee gift card procurements, continue following current processes for tax reporting



Company
The Rector & Visitors of the University of Virginia

PROCUREMENT OF GIFT CARDS

Expensing process



EXAMPLE EXPENSING (FOR BOTH EMPLOYEE AND NON-EMPLOYEE ENTRIES)

The screenshot shows an expense entry form with the following fields and sections:

- Expense Line** (Title)
- Drop files here** (File upload area with a "Select files" button)
- Expense Date ***: 02/02/2024
- Expense Item ***: Gift Card Non-Employee
- Total Amount ***: 500.00
- Currency ***: USD
- Memo ***: test
- Company**: The Rector & Visitors of the University of Virginia
- Item Details** section:
 - Recipient(s) ***: Search (highlighted)
 - Merchant ***: (empty)
 - Missing Receipt Justification**: (empty)
 - Purchase Justification**: (empty)
 - IRB Number**: (empty)
- Itemization** section:
 - Use the button below only if your company's expense policy requires itemizations.
 - Add** button (0 items)
 - Receipt Included** checkbox (unchecked)

- If \$500.00 worth of gift cards were purchased on your T&E Card (\$50 per card for 10 individuals), you can enter this as a lump sum 'Total' for Gift Card Amounts, but you will also need to enter each of the 10 individual's names (Employee or Non-Employee) name into the recipient section of the Item Details.
- If recipient information is not yet known, or if a particular procurement requires recipients to remain anonymous, there is the option to enter those as 'TBD' or 'Other'. You will need to keep track of any required information once recipients are known, and use such information when continuing to follow current tax reporting processes.

Questions?

AskFinance (askfinance@virginia.edu)