UVA PROCUREMENT & SUPPLIER DIVERSITY SERVICES

**POs & Contracts**
- Manages the University’s P-Card program
- Provides prompt payment of all non-payroll expenditures
- Ensures that the University does business with Small, Woman-, and Minority-Owned (SWaM) enterprises
- Ensures the timely acquisition of goods and services at the best value for the University

**SUPPLIER DIVERSITY**
- Handles travel, expense, and petty cash reimbursements

**UVA MARKETPLACE**
- Maintains and optimizes the University’s e-commerce system

**ACCOUNTS PAYABLE**
- Ensures the timely acquisition of goods and services at the best value for the University

**PURCHASING CARD**
- Manages the University’s P-Card program

**TRAVEL & EXPENSE**
- Handles travel, expense, and petty cash reimbursements

**KEY FACTS**

**POs & Contracts**
- 9,875 POs (Central)
  - www.procurement.virginia.edu/pagecontracts

**Accounts Payable**
- 130,018 Invoices Processed
  - www.procurement.virginia.edu/pagebuypay

**UVa Marketplace**
- 49.7% Purchases from Catalogs
  - www.procurement.virginia.edu/pagemarketplaceproject

**Purchasing Card**
- 107,424 Transactions
  - www.procurement.virginia.edu/pageusingpcard

**Supplier Diversity**
- 41.7% Total SWaM
  - www.procurement.virginia.edu/pagediversity

**Travel & Expense**
- 24,604 Reimbursements
  - www.procurement.virginia.edu/pagetravelbasics
UVA PROCUREMENT & SUPPLIER DIVERSITY SERVICES

Make our Contracts Page your first stop when making a purchase!

<table>
<thead>
<tr>
<th>Audio-Visual</th>
<th>Food/Food Equipment</th>
<th>Furniture/Design</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Technology</td>
<td>Lab Equip/Supplies/Services</td>
<td>Maintenance/Materials</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>Printing/Copying/Mailing/Book</td>
<td>Services</td>
</tr>
<tr>
<td>Specialty</td>
<td>Travel/Relocation</td>
<td></td>
</tr>
</tbody>
</table>

For More Info, Visit: www.procurement.virginia.edu

Helpful Links

- Goods & Services Procurement Guide: www.procurement.virginia.edu/pageprocguidev2
- Invoice Lookup for Departments: www.procurement.virginia.edu/pageinvoicelookup
- Staff Contact Information: www.procurement.virginia.edu/pagestaff
- UVa Spend Dashboard: www.procurement.virginia.edu/pagespenddashboard
- Travel and Expense Redesign Information: www.procurement.virginia.edu/pagetemredesign
- Strategic Sourcing: www.procurement.virginia.edu/pagestrategicsourcing

📞 (434) 924-4212