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NEWPORT  
UNIVERSITY

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PROCUREMENT SERVICES

**Official Memorandum**

To: Christopher Newport's eVA Users, SPCC Cardholders and Approvers

From: Danielle Henley, Director of Procurement Services

CC: Pam Neff, Associate VP for Auxiliary Services and Sharolyn Meyers, Campus Store Manager

Date: February 6, 2024

**Subject: Academic Testing Supplies – Available for Purchase at Bookstore using SPCC/State Funds**

The Office of Procurement Services is pleased to announce that state funds and the SPCC card can be used at the Captains Locker Bookstore to purchase academic testing supplies only. Testing supplies consist of two Blue Book SKUs (size small and large) and one Scantron sheet SKU. *All other product categories within the store or available online are prohibited from purchase using state funds and/or SPCC card.*

**Instructions:**

1. Please inform bookstore cashier upfront that the purchase is a department purchase and the SPCC card will be used for payment. This will ensure your purchase is tax exempt and will receive the 20% department/state discount. *The SPCC must be used for payment.*
2. This purchase must be entered into the eVA e-Procurement System as a confirming order.
  - a. Use supplier code **#SUP233009 – Follett Corporation DBA Follett Higher Education Group LLC.**
  - b. In the comment section, please note **“Pickup at CNU Bookstore.”**
  - c. This purchase is allowed per the University's term contract with Follett. Please reference the contract number (**the current contract is 242-16-00071**) in the external contract field and/or the external comment section.

**Policy for Other Product Categories:**

- Other product categories include but not limited to: Apparel, Gifts, Office Supplies, Food and other miscellaneous goods and equipment.
- Departments are to use foundations funds ***only***.
- ***Regalia purchases and rentals are excluded from the list of prohibited product categories.***

If there are any questions or concerns, please contact the Office of Procurement Services at [procurement@cnu.edu](mailto:procurement@cnu.edu).