

Date: January 19, 2016

From: Cardinal Project

Subject: Agency Signature Authorization for Vendor Maintenance Form

The Commonwealth Vendor Group (CVG) at the Department of Accounts is responsible for the maintenance of the Vendor tables in Cardinal. As a reminder, there are two basic types of vendors used in the Commonwealth: Procurement Vendors and Fiscal Vendors. For simplistic purposes, think of a Procurement Vendor as one which the Commonwealth may procure goods or services and a Fiscal Vendor as one which may receive a payment for something other than a good or service. In either case, in order for your agency to make a payment to a vendor, they must have a vendor record established in Cardinal.

Commonwealth policy dictates that Procurement Vendors are registered in the eVA system (the vendor can self-register or a state agency can register them). There are some exceptions to this general rule (see the Agency Procurement and Surplus Property Manual for more details). There is an automated interface that sends Procurement Vendor information from eVA to Cardinal so all eVA vendors are also in Cardinal. Fiscal Vendors, however, can be added to the Cardinal system directly.

Before your agency can submit a Vendor Maintenance Request form, the Fiscal Officer for your agency must first submit an Agency Signature Authorization for Vendor Maintenance form. **Submitting this form is a one time submission and needs to be completed as soon as possible if your agency has not already submitted.** The CVG reports that many Wave 2 agencies have not submitted this form yet. The Agency Signature Authorization for Vendor Maintenance form can be found at:

http://www.cardinalproject.virginia.gov/Statewide%20Forms/AP-SW-501_Agency_Signature_Authorization_Vendor_Maintenance.docx.

Completed forms should be sent via e-mail to CVG@doa.virginia.gov.

Thank you for your continued support as we deploy Cardinal.

Cardinal Project Team