

Security and Immigration Compliance Act (E-Verify)

The Georgia Security and Immigration Compliance Act (O.C.G.A. 13-10-91) requires that any “public employer shall not enter into a contract for the physical performance of services” wherein the labor or services exceed \$2,499.99 unless the contractor signs and submits a notarized E-Verify affidavit.

To assist UGA in complying with the requirements of the law and collection of the affidavits by the Procurement Office, UGA purchasing policies and procedures have been modified as followed effective September 16, 2013:

P-Cards: Effective September 16, 2013, the single transaction limit (STL) for all p-cards will be lowered to \$2,499. Transactions of \$2,500 and above can be purchased via a UGAmart requisition. Exceptions to this limit may be granted to specific cardholders provided that the department can demonstrate a one time or ongoing need for a higher single transaction limit

Requesting an Exception to the \$2,499 STL

A department may request one of three types of exceptions:

1. A one-time exception for the purchase of goods or services \$2,500 and above
2. An ongoing exception for the purchase of goods only (STL limit \$4,999)
3. An ongoing exception for the purchase of both goods and services (STL limit \$4,999)

If you need to request an exception, please click [here](#) for instructions. This link also includes information on additional duties and violations.

Current cardholders that have made purchases of \$2,500 and above, and where the vendor has not charged the transaction to the card by September 15, 2013 will need to take action as provided in the [FAQ document](#), FAQ # 17

Check Requests: Effective September 16, 2013, the check request policy will be revised to lower the limit on “physical performance of services” based purchases to \$2,499.99. Purchases of \$2,500 and above for “physical performance of

services” should be made via UGAmart requisition. Consequences for violations in this area may include revocation of e-check request access

Unique Circumstances: In the case of an emergency where services must be contracted for immediately, or where equipment repair involving labor was originally estimated under \$2,499.99 but actually exceeded \$2,499.99, the Campus Unit may proceed without Procurement approval; however, the emergency or equipment repair must be reported via email to everify@uga.edu on the next business day. Additionally, the Campus Unit will be responsible for obtaining a signed and notarized affidavit from the vendor and submit it via email to everify@uga.edu no later than 3 business days after contracting for the services. The emails should include the following information:

- Subject Line: Emergency Services from (insert vendor’s name)
- Type of Action: Emergency or Equipment Repair
- Name of Vendor
- Vendor Address including street, city, state, zip code
- Date of service request issued to vendor
- Vendor’s E-Verify Number (not required on 1st email which initially reports the emergency or equipment repair)
- Total Dollar Amount of Purchase
- Details surrounding the emergency or the equipment repair

The department should not submit the invoice via check request procedures for payment until after the affidavit has been obtained from the vendor. Attach to the check request: the affidavit, the quotation from the vendor (if available), and the string of emails from everify@uga.edu showing that all reporting requirements were met.

Helpful Information to Campus Users:

Please see the [list of common purchases](#) that have been classified as services which may assist campus users in understanding the purchases that may require vendors to submit an E-Verify affidavit. Please note that this list is not all inclusive. **Potential areas of major impact are shown in red font, one of which is printing.**

Also, please note that the law **does not apply to** : 1) work performed in a foreign country by a resident or vendor of that country, and 2) foreign groups or individuals who will be performing services at the University of Georgia.

Please see the [E-Verify FAQs](#) for answers to some common questions.

An example of the affidavit form can be found at: (insert link)

If you wish to assist vendors in registering in the E-Verify system, you may direct them to:

1. The [E-Verify](#) website
2. The [E-Verify FAQs](#)
3. Any Buyer on the [Procurement staff](#).

Finally, as more purchases will be handled via UGA mart, it will be necessary for more vendors to accept purchase orders from UGA. If the vendor/service provider is available in E-Check but not already established in UGA mart, the vendor will need to email Christy Bailey (christym@uga.edu) with: 1) a statement that they will accept purchase orders, 2) the fax or email address UGA should utilize for transmission of purchase orders, and 3) a contact person (name and email address) that Procurement may contact with any questions related to the vendor's registration.

If the vendor is not available in the E-Check system, then it is an indication that they have never completed the vendor registration process. Please refer them to the [online registration page](#) and explain they will need to answer "Yes" to the question "Do you (individuals) or your company accept purchase orders?"