**Q&A from OregonBuys January Forum**

**Employment Department Auditorium**

**Some agencies don’t use a Purchase Order when they pay with SPOTS. Will this change when OregonBuys deploys?**

Yes, the new process of using a purchase order will begin as each agency goes through their wave in Phase 2.

**There are some Statewide Price Agreement vendors who apply a surcharge to payments made with SPOTS. How is this being considered by the project?**

We’re not aware of any surcharges – please send an email to the project team with the names of these vendors so that we can review.

**Who ensures that SPOTS cards are being used appropriately?**

In the Statewide SPOTS policy there is a compliance and auditing section that addresses this topic. We’re also reviewing the section and will recommend additional language.

**Will OregonBuys be setup so that when we enter SPOTS card info and hit send, it automatically pays the vendor?**

Yes.

**How will SPOTS card purchases work in OregonBuys when they are for critical and urgent facility repairs?**

The best approach is to get the urgent work done and then process and pay through OregonBuys after the fact.

**Where will procurement templates be located when ORPIN sunsets?**

We need to review this and make a decision that we’ll share in the future.

If they are available outside of OregonBuys agencies will be able to eliminate user accounts for staff who only need to access templates.

**How do EIS/DOJ approvals happen in OregonBuys?**

These approvals are done outside of OregonBuys.