Georgia State University E-VERIFY FAQ

1) Under what circumstances is an E-Verify affidavit needed?

Effective September 16, 2013 an E-Verify affidavit is required for all GSU transactions when any labor or services ("the physical performance of services") greater than $2,499.99 are procured or contracted for. The affidavit must be obtained prior to the service being contracted for or procured, except in the case of emergency repairs or services. A contract can be a formal written agreement, an order form, a purchase order, or a verbal contract for services. The E-Verify affidavit requirement applies to contractors as well as any subcontractors the contractor may use.

2) What is the definition of the “physical performance of services”?

The Georgia Security and Immigration Compliance Act (O.C.G.A. 13-10-91) broadly defines the physical performance of services as any performance of labor or services for a public employer using a bidding process or by contract wherein the labor or services exceeds $2,499.99. Please see the *list of common purchases that have been classified as services. Please note that areas of major impact are shown in red font. If you have additional questions about this topic please contact any Procurement Specialist on the Purchasing staff. (*Please note that this list is not all inclusive and there may be services that are not on this list.)

3) How often do we need to get the affidavits? If the vendor is performing multiple jobs on campus will an affidavit be needed for each job?

An E-Verify affidavit is required for every contract, job, and/or purchase order when labor or services greater than $2,499.99 are procured.

4) Where can I find the E-Verify affidavit form?

A copy of the form can be found here.

http://tools.finance.gsu.edu/browse-by-function/?gf_search=purch

5) Where can I find information about completing the E-Verify affidavit?


6) Do I need to get the E-Verify affidavit or will Procurement get it?

Panther Mart requisitions: Departments should obtain the completed affidavit prior to submitting contracts and entering requisitions.
**Payment Requests:** The Department initiating the payment request will be responsible for obtaining the signed and notarized affidavit from the vendor and submitting the affidavit via email to purchasing@GSU.edu no later than three business days after contracting for the services. These emails should contain the following information:

1. Subject Line: Services from (insert vendor’s name)
2. Type of Action: Emergency or Equipment Repair
3. Name of Vendor
4. Vendor Address including street, city, state, zip code
5. Date of service request issued to vendor
6. Vendor’s 4-6 digit E-Verify number
7. The total dollar amount of the emergency or equipment repair request
8. Details surrounding the order

**Note:** Payment request should not be used as an ordering tool. Orders must be submitted in Panther Mart through the requisition process. Payment requests are considered after the fact procurements and should be avoided when possible.

7) **How do I know if the vendor provided me with the correct E-Verify number?**

The E-Verify number consists of four to six numerical characters. This number is different from a vendor’s tax identification number. If a vendor is registered with E-Verify and needs assistance finding their E-Verify number, please direct them here.

8) **Is the E-Verify number different than the Tax Identification Number?**

Yes, a Tax Identification Number (9 numerical digits in length) is a number assigned by the Internal Revenue Service or Social Security Administration and is used for tax purposes. An E-Verify number (4 to 6 numerical digits in length) is a number assigned by the Department of Homeland Security and is used to verify employee eligibility.

9) **If I get an E-Verify affidavit, where do I send it?**

If a requisition has been created in Panther Mart you may attach the E-Verify affidavit to the requisition.

In the event you must process a payment request you should submit the affidavit to purchasing@GSU.edu no later than three business days after contracting for the services. This email should contain the following information:

1. Subject Line: Payment Request e-verify (insert vendor’s name)
2. Type of Action: Emergency or Equipment Repair, etc.

3. Name of Vendor

4. Vendor Address including street, city, state, zip code

5. Date of service request issued to vendor

6. Vendor’s 4-6 digit E-Verify number

7. The total dollar amount of the emergency or equipment repair request

8. Details surrounding the payment request

10) If a vendor has no employees, do they need to fill out this affidavit?

O.C.G.A.13-10-91 allows for contractors to submit a driver’s license in lieu of the affidavit if they have no employees. Please note that the driver’s license must be issued by a state within the United States that verifies lawful immigration status prior to issuing the driver’s license (Georgia drivers licenses are therefore acceptable). A list of states satisfying this requirement can be found here:

http://tools.finance.gsu.edu/files/gravity_forms/4-8e07dc847fdf28f377a979c5da20e99e/2014/02/ListofStatesVerifyImmigrationStatus.pdf

Note: Driver’s licenses cannot be attached to your requisition in Panther Mart. Please send a copy of the driver’s license to purchasing@gsu.edu with the following information:

1. Vendor Name
2. Date of Service
3. Amount of Service

11) If the contracting party is a registered LLC, but it is a sole ownership, does that vendor need to be registered in E-Verify or will a copy of the vendor’s driver’s license satisfy the affidavit requirement?

If the contracting party is the LLC and not the individual, a driver’s license will not satisfy the requirement. An E-Verify affidavit will be required in this instance.

12) If the vendor is a professional that is licensed outside of the state of Georgia are they exempt from the affidavit requirement?

Professionals not licensed in Georgia are not exempt from the affidavit requirement. A copy of the professional’s driver’s license or an E-Verify affidavit will need to be submitted.
13) Does the E-Verify requirement apply to work performed in a foreign country or foreign groups/individuals who do not have any employees that are U.S. citizens?

No. The E-Verify requirement does not apply to work being performed outside of the United States or to foreign individuals/groups with no employees that are United States citizens who will be performing services for or at the University of Georgia.

14) Does the E-Verify requirement apply to students performing clinical rotations under the direct supervision of Professionals licensed by the State of Georgia?

No, An E-Verify affidavit is not required if students are performing clinical rotations under the direct supervision of a professional licensed by the State of Georgia. Titles 26 and 43 of the O.C.G.A. list the professions that are exempt from the E-Verify requirement if the professionals are registered with the Secretary of State.

Professional Services are limited to those services defined by statute as a "profession" or “professional service". For example, the following services are statutorily defined as "professions" or “professional services": certified public accountancy, actuarial services, architecture, landscape architecture, registered interior designers, licensed or accredited appraisers or licensed or accredited financial analysts providing opinions of value, licensed structural pest controllers, chiropractic, dentistry “professional engineering, podiatry, pharmacy, veterinary medicine, registered professional nursing, harbor piloting, land surveying, law, psychology, medicine and surgery, optometry, and osteopathy.

15) What are the changes to the payment request policy?

Purchases of $2,500 and above that involve the performance of labor of services should be made via Panther Mart requisition.

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 Department may proceed without Procurement approval; however, the emergency or equipment repair must be reported via email to purchasing@GSU.edu on the next business day. Additionally, the Department will be responsible for obtaining a signed and notarized affidavit from the vendor and submit it via email to purchasing@GSU.edu no later than 3 business days after contracting for the services. The emails should include the following information:

1. Subject Line: Emergency Services from (insert vendor’s name)
2. Type of Action: Emergency or Equipment Repair
3. Name of Vendor
4. Vendor Address including street, city, state, zip code
5. Date of service request issued to vendor
6. Vendor’s 4-6 digit E-Verify number

7. The total dollar amount of the emergency or equipment repair request

8. Details surrounding the emergency or equipment repair

The department should not submit the invoice via payment request procedures for payment until after the affidavit has been obtained from the vendor.

16) Is an interior designer considered a professional and exempt from providing an affidavit?

Yes, provided the services are performed by an interior designer registered within the State of Georgia.

17) Is printing considered a service requiring vendor submission of an E-verify affidavit?

Yes, if the total cost of the printing is $2,500 or