Process for Utilizing EVT Contracts

Step 1, Complete Form EVTA-1
All prospective authorized users of the EVT Contracts must complete Form EVTA-1, Program Plan Application. Resources available when completing plans include the: EVT contractors, EVTA Unit, Office of General Services and EVT Guidelines available on EVTA Web site.

Step 2, Submit Form EVTA-1
The EVTA and the Division of Budget will review plans submitted by State agencies only (other plans required for administrative purposes only). Form EVTA-1 is returned to the authorized user indicating approval or denial of Plan (all non-State agency plans are approved).

Step 3, Complete Form EVTA-2
Authorized users need to work with the EVT contractors to complete EVTA-2 Work Order forms specifying services requested and estimating cost for those services.
Form EVTA-2 is also used to identify any unique terms or conditions.

Step 4, Issue Work Order
State agencies submit Form EVTA-2 to the EVTA for approval, which approves and returns to agency. Agency forwards EVTA-2 to the State Comptroller for approval. State agency receives approved copy and submits it to EVT contractor.
Non-State agency authorized users submit From EVTA-2 to EVT contractor.

Step 5, Implement EVT Program
Authorized users implement electronic payment program, submitting new or modified Form EVTA-1, Program Plan Application and Form EVTA-2, Work Order as required (repeating Steps 1-4) to implement additional programs or expand program scope of existing programs.

EVT Contracts
The Office of General Services has negotiated centralized service contracts for financial processing services with the following vendors:
- KMS LLC,
- American Express

EVTA Documents
The following documents will be utilized by the EVTA in administering the program:
- *Form EVTA-1, Program Plan Procedures & Instructions*, describes approval process and includes line-by-line instructions for completing EVTA-1 Program Plan Template.
- *Form EVTA-1, Program Plan Application*, template to be completed by prospective authorized users of the EVT Contracts to request approval.
- *EVT Guidelines*, resource material available to authorized users in designing and developing electronic payment programs, EVT Program Plans and in completing Form EVTA-2 available on our Web Site.
- *Form EVTA-1, Part 3, Program Plan Approval Form*, document provided to authorized users notifying them of Form EVTA-1 approval or denial.
- *Form EVTA-2, KMS Work Order*, document completed by authorized user specifying services requested from EVT Contract with KMS LLC.
- *Form EVTA-2, American Express Work Order*, document completed by authorized user specifying services requested from EVT Contract with American Express.