



Capital Area Purchasing Association

P.O. Box 26821 | Richmond, VA 23261 | (804) 674-6720  
Fin# 54-2029932 | www.capavirginia.org | info@capavirginia.org

2017 CAPA Procurement Education Scholarship  
For Procurement Session(s) and/or Material(s) Reimbursement

Name of Applicant: Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_ Other: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

Employer/Agency: \_\_\_\_\_ Current Position: \_\_\_\_\_

Employer Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_ Other: ( ) \_\_\_\_\_

Employer Supervisor/Agency Head Email Address: \_\_\_\_\_

Certification(s) (CPPO, CPPB, CPM, VCM, VCO, VCA, etc.): \_\_\_\_\_

Are you a member of another Chapter (e.g. NIGP, VAGP, etc.)? Yes  No  If yes, which one? \_\_\_\_\_

Have you received a Scholarship in the past from CAPA or other affiliation? Yes  No

If so, when, from who and how much? \_\_\_\_\_

Procurement Session and/or Material(s) Reimbursement Request: \_\_\_\_\_

CAPA Member Status, Have your 2017 Dues been Paid: Yes  No

Have you Attended a CAPA Business Meeting and/or CAPA Function: Yes  No

Are you a Current or Recent Volunteer for CAPA: Yes  No

What Business Meeting(s) or CAPA Function(s) Did You Attend or Volunteer: \_\_\_\_\_

Date(s) Business Meeting(s) or CAPA Function(s) Attended or Volunteered: \_\_\_\_\_

Reimbursement Check Issued to Applicant or Agency/Employer. Print Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Ensure Documentation Listed Under the Application Package Instructions Are Enclosed with Application.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**To Be Completed by Applicant's Supervisor or Agency Head:**

I verify that the applicant listed paid for the procurement session and/or materials listed above with no financial support from the Employer/Agency.

I verify that the Employer/Agency paid for the applicant's fees for the procurement session and/or materials listed above. Applicant must reimburse the Employer/Agency for the procurement session and/or materials listed above.

\_\_\_\_\_  
Signature of Employer Supervisor or Agency Head

\_\_\_\_\_  
Date Signed

## **Overview of Scholarship:**

In an effort to help promote the principles of CAPA, on April 1<sup>st</sup>, 2016, CAPA began accepting applications for reimbursements for Public Procurement related educational workshops, classes, seminars, courses, conferences or forums for current active CAPA members in good standing, who are interested in furthering the development of their procurement skills and professionalism. It applies to all areas of procurement educational opportunities.

Applicants must submit the attached application form and supporting documentation for reimbursement to the CAPA Scholarship Committee for the specified session by the ending quarter date. **Quarters: March 31, June 30, September 30 and December 31.** Incomplete or late submissions will not be considered for reimbursement.

The number and amount of reimbursements may be limited based on the amount of Procurement Education Scholarship funds available at the time of submission(s) and shall be limited to one (1) applicant package and one (1) scholarship request per member, per year.

Upon receipt and review of the required documentation, the Scholarship Committee shall review the request to determine if scholarship funds will be awarded to the member. The CAPA Treasurer shall issue the reimbursement in the form of a check if approved within fifteen (15) days after the approval to the person listed for the reimbursement. If the reimbursement is denied, the Scholarship Committee shall notify in writing the applicant, stating as to the reason(s) of the denial. Please allow 4-6 weeks after submittal of application and documentation.

The CAPA Board will maintain a record of all member reimbursement requests received and awarded. CAPA will provide this information to the Voting Members of CAPA annually.

Note: All documentation submitted will become the property of CAPA Scholarship Program and shall be held confidential and destroyed as described in recommended file destruction policy. It is recommended that all information be typed or printed as CAPA will not be responsible for material that is illegible.

## **Qualified Procurement Education Session and/or Materials:**

- VAGP, NIGP, CAPA sponsored Seminars, Classes or other educational functions.
- Public Procurement Forums or other Conferences that count towards educational points for Certification or Recertification.
- Professional Procurement Certification or Recertification Fees.
- Tuition for an accredited college or university course in which the course major subject content is centered on procurement, or materials and supply management.
- Training materials or books specifically related to an accredited college, university, UPPCC, CAPA, NIGP, VAGP or other procurement session, that are not included in the price of the session.
- Other public procurement session(s) not listed above may be considered. The CAPA Board will determine if it is applicable.

## **Scholarship Application Requirements:**

- The Scholarship is offered to active CAPA members in good standing achieving public procurement education. To be considered an active CAPA member in good standing, yearly dues must be paid for the year scholarship form is submitted and one (1) of the following instances shall apply to the member:
  - 1.) Member must have attended at least one (1) business meeting or other CAPA supported function within the previous 12 months.
  - 2.) The member must be a current volunteer or have volunteered for CAPA within the calendar year of submission.
- Applicant must have the procurement related session during the recent calendar year. Scholarships will not be applied towards the cost of a prior year's session.
- Applicant must follow all qualification requirements and submit the application package as outlined to be eligible for consideration of reimbursement.
- Scholarships funds will only be used for expenses that are not covered by other reimbursements, from the employer or from other granting sources. Applicant must note on the application form all other payments or reimbursements sources provided to the applicant for the session, if applicable. Failure to disclose this information will result in non-approval or repayment of scholarship funds. This may disqualify applicant from further application requests.
- **Charges for lodging, meals, travel, mileage, tips, etc., shall not be considered for reimbursement.**
- Reimbursements shall be for the amount listed on the receipts for the procurement session. Additional fees incurred for late entry submissions, cancellation or rescheduling, re-examination, lapsed certificate, and other listed penalties shall not be reimbursed.
- Applicants are encouraged to retain copies of all documentation submitted. CAPA is not responsible for lost or misplaced applications.

### **Application Package:**

A complete Scholarship application consists of the following items:

- 1.) A signed (by both Applicant and their Supervisor/Agency Head) and completed CAPA Procurement Education Scholarship application Form;
- 2.) A written Essay stating career goals, a complete explanation/justification for the scholarship funding. Be specific and provide details. (This will be counted as a determining factor for approval);
- 3.) A copy or print out of a brochure, flyer, webpage, syllabus, or other documentation describing the procurement session, objectives or course;
- 4.) Receipt(s) of the procurement session and materials.

### **Optional:**

- 5.) Additional documents may be submitted for evaluation purposes such as a letter of recommendation or a nomination memo or letter from a supervisor, colleague or friend.

### **Essay Requirements:**

The required Essay to accompany the application should include specific and detailed information. This will be part of the evaluation process of the Board. The minimum page requirement for the Essay shall be no less than one (1) full page. Ensure the following questions are completely answered. No more than three (3) pages total are acceptable if responses cannot be submitted on the one (1) page requirement.

Make sure the document is either typed or printed legibly. Board is not responsible for illegible printing or writing. Grammar and spelling will be considered, but will not be a disqualifying factor. Applicant may bind the Essay or insert into folder for presentation quality. Include the Essay with the application and other documents when submitting to CAPA.

The Essay should contain the following information:

- 1.) How will the scholarship be useful in advancing your career objectives?
- 2.) Provide a brief history of your past involvement or your future goals within the procurement profession.
- 3.) What are your expectations from the session you are attending?
- 4.) Full name, date and page numbers in header or footer of Essay.

### **Application Evaluation Selection Process:**

Upon receipt of the Procurement Education Scholarship application package, the CAPA Scholarship Committee shall review the package for criteria described below. All applications that are received will be reviewed and either approved or denied. Please note, all Scholarship application packages submitted will not guarantee a reimbursement.

The Scholarship Committee along with the Board will make a decision based on the following criteria:

- 1.) Applicant's demonstrated commitment to the field of procurement or related field;
- 2.) Compatibility of the session to Public Procurement, Purchasing, Management or related field;
- 3.) Applicant's responses to required information and written content on the Essay;
- 4.) Completeness of the application form and package including all receipts, Essay and other documentation as stated.

### **Submit Completed Procurement Education Scholarship Application Package:**

**By Mail:** Capital Area Purchasing Association  
Attention: Scholarship  
P.O. Box 26821  
Richmond, VA 23261

**By Email:** Subject Line: CAPA Scholarship  
[scholarships@capavirginia.org](mailto:scholarships@capavirginia.org)

**By Fax:** Cover Letter: CAPA Scholarship  
(804) 674-2697

**Questions pertaining to this Scholarship or any of CAPA's Scholarships can be sent to any of the addresses listed above.**