

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 Dalton State in complying with the requirements of the law and collection of the affidavits by the Purchasing Department, DSC purchasing policies and procedures have been modified as followed effective November 1, 2013:

- P-card- the single transaction limit (STL) for all p-cards has been lowered to \$2,499.99. Transactions of \$2,500 and above can be purchased via a requisition.
- The requisition request policy for purchases of \$2,500 and above for “physical performance of services” should be made with the E-verify affidavit attached. Payments will not be made until all paperwork is complete.

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 Purchasing approval; however, the emergency or equipment repair must be reported via email to pcordell@daltonstate.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 pcordell@daltonstate.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 on the State Purchasing form.

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

Attach to the requisition: the affidavit, the quotation from the vendor (if available).

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.

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 Dalton State College.

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