



# Tariffs





- What do I do if I get a quote with a tariff charge?

## Make a Separate Line for the Tariff

Use the appropriate spend category:

- Tariff-Related Charges Capital
- Tariff-Related Charges NonCapital





## ● Will a tariff trigger a match exception?

### It depends!

All charges that come through on invoices will go through our normal match exception process. This means, if the additional charge is less than \$100 or less than 10% of the extended price (whichever is less), a match exception **will not be triggered**.

**NOTE:** any tariff- related charges tied to freight (header or line level)  
will not trigger a match exception





- How do I release a tariff-related match exception?

## Do a Change Order

BUT...make sure that you are adding a new line for the tariff- related charge and use the correct spend category:

- Tariff-Related Charges Capital
- Tariff-Related Charges NonCapital





## ● Can I pay tariffs on the T&E Card?

### It Depends!

If your purchase was originally made with the T&E Card, you can pay corresponding tariffs for that purchase on the card. Use the “Tariff Related Charges NonCapital” expense item.

If your purchase was **not** on the T&E card originally, you must pay tariffs using the purchase order.

**NOTE: No capital expenditures are allowed on the T&E Card**



- What if I don't think the tariff charge is fair or reasonable?

### Procurement can help!

Reach out to us if you:

Get an invoice with a high tariff charge that you can't pay

Get a quote with a high tariff charge that you can't pay

Get a notice that your order is stuck at customs



## ● How Can I Avoid / Prepare for Tariff Impacts?

Reach out to  
Central Procurement at  
[AskFinance@virginia.edu](mailto:AskFinance@virginia.edu)  
for more direct assistance!

### **Buy from UVA Contract Suppliers**

We can't guarantee no tariffs, but they are less likely to pass the charges to us

### **Evaluate Purchasing Budgets & Timelines**

Assess the budget implications for upcoming purchases, especially for specialized equipment

### **Evaluate your quotes!**

Tariff is not negotiable, but overall price is!  
Look for a different source that may not charge the tariff