



Procedure #11-002: Small Purchasing Procedure for the Purchase of Goods and Services

Effective: September 1, 2011, revised January 31, 2012, revised February 2014

Form Number: PA01 (Authorization for Purchase form)

I. Background

Effective July 1, 2011, Procurement Services discontinued the use of Limited Purchase Orders (LPOs).

II. Purpose

- A. To streamline and maximize administrative efficiency for prepayments and the procurement of exempt and non-exempt goods and services \$500 or less, and the eVA exempt vendors noted on the PA01 form (Springhill Suites, Aramark, Enterprise, CI Travel, and Government-to-Government transactions) when the University's PCard for the required goods/services cannot be used.
- B. This form is designed primarily for non-eVA users; however, Procurement Services reserves the right to allow use by eVA users on a case-by-case basis.
- C. Though the intent is to provide for efficiency in processing transactions described in above II.A., Procurement Services shall reserve the right to use this procedure and associated PA01 form when deemed appropriate and/or in the best interest of the University, department and/or vendor.

III. Procedures:

- A. University departments shall:
 1. Process transactions via use of the University's PCard whenever possible and practicable; **or**
 2. Utilize the referenced *Authorization for Purchase (PA01)* form as follows:
 - a. Prepare the PA01 form located on the Procurement Services website for prepayments up to \$500, transactions to the vendors noted on the PA01 form, or for purchases \$500 or less (when the PCard cannot be used). Be sure to assign a departmental tracking number and provide the vendor with the tracking number to reference on their invoice.
 - b. A departmental tracking number **is required** on the PA01 form and should be provided to the vendor just like a purchase order number. The tracking number format shall be the department budget code, the fiscal year in which the goods and/or services are being purchased, and a three digit sequential number which the department will assign and maintain, i.e., *1PC01-14-001* is an example of an appropriate tracking number.
 - c. Upon receipt of goods or services and vendor's invoice, complete the remainder of the PA01 form located on the Procurement Services website ensuring that **all** information is entered.
 - d. Check the appropriate section of the PA01 form if a new vendor is being utilized that is not currently in Banner.

- e. If the vendor is not in BANNER, user shall (i) request a W-9 from vendor, and (ii) send the W-9 to w-9@odu.edu upon receipt to ensure the vendor is added to the vendor table prior to the payment request being submitted.
 - f. The person receiving the goods/services should sign the completed form noting the date goods/services were received and the date they signed the form.
 - g. Submit the completed PA01 form **together with the associated invoice noting tracking number**, to Accounts Payable for processing. Incomplete documents will be returned to the department.
 - h. Maintain a copy of the PA01 form and the associated invoice on file within your department.
 - i. If the PA01 form is being used for memberships equal to \$500 or less, President or respective VP signature is required.
 - j. Non-eVA users shall submit paper requisitions to Procurement Services for processing of transactions other than those noted on the form that are greater than \$500.
 - k. Improper use of the form will result in return to the department.
- B. ***Departments must provide the PA01 tracking number to the vendor in advance and to ensure the vendor notes the number on the invoice.*** The PA01 tracking number should be used as an equivalent to the purchase order number.
- C. A person higher in the organizational structure who has budget signature authority must sign the PA01 form approving the expenditures and certifying that the goods and/or services provided are necessary to meet the mission of the University.
- D. Purchases resulting from the use of this procedure shall not be encumbered.
- E. University departments processing purchases via the PA01 form shall ensure prices are fair and reasonable and shall adhere to the University's SWaM Plan requirements, when applicable.
- F. This procedure may be used for hotel accommodations equal to \$500 or less, or greater than \$500 when using Springhill Suites, Norfolk location. Users shall comply with the advance travel approval process (for employees) and attach supporting documentation to the PA01 form. Only one night's lodging can be paid in advance of the stay.
- G. This procedure may be used for Independent Contracting Services equal to \$500 or less. The IPSC process should be followed as applicable and all supporting documentation should be attached to the PA01 form. For further information regarding please click on the following link: http://www.odu.edu/af/finance/facultystaff/disbursements_processing/accounts_payable/independent_contractors.shtml
- H. The Authorization for Purchase (PA01) form shall be used for prepayments \$500 or less or can be used for prepayments above \$500 when issued to one of the vendors identified on the form (Springhill Suites, CI Travel, and Government-to-Government transactions). The PA01 form must indicate prepayment in the checkbox and will not have a received date.



AUTHORIZATION FOR PURCHASE
Goods and Services
Form#: PA01

Check all that apply

- Pre-Payment (up to \$500)
- eVA Exempt for: Springhill Suites, Aramark, Enterprise, CI Travel, and Government-to-Government Transactions

Vendor Name: _____ Tracking #: _____
 Address: _____
 City: _____ State: _____ Zip: _____

Vendor Tax Identification #/ Banner Vendor #: _____ *Check if new Banner vendor and W-9 is attached*
 Vendor Invoice #: _____ Invoice Date: _____

| DESCRIPTION | QTY | UNIT PRICE | EXTENDED PRICE |
|--------------|-----|------------|----------------|
| | | \$ | \$ |
| TOTAL | | | \$ |

| | | | |
|---|---------------|--------------------|---------------|
| Payment shall be due thirty (30) days after receipt of proper invoice or material/service, whichever is later. | BUDGET | SUB ACCOUNT | AMOUNT |
| | | | |
| | | | |
| | | | |

Department Contact Person: _____
 Date of Goods/Services Received: _____ *Prepayment*

The undersigned shall be authorized to approve expenditure documents per the "signature authority list" and hereby certifies that the vendor's invoice and authorization for payment are in agreement with the goods or service received, and that the identified purchases are necessary to meet the mission of the University. The goods or services listed were received on the date indicated above in good condition.

| | |
|--|-------|
| Budget Unit Director Signature | Title |
| Printed Name | Date |
| President or respective VP Signature (Required for Membership Dues) | Title |