

eVA PO Category Guidelines

Revised: June 2010, October 2012, January 2013, December 2014, May 2015, July 2015

All eVA Purchase Orders require the entry of a purchase order (PO) category. Purchase order categories are entered on the 'Add Title' screen of the eVA purchase requisition in the PO Category field. A guide to the appropriate use of PO Categories is listed below.

- **R01 - Routine:** Should be used for all routine purchases with the exception of the exempt categories orders (see Exempt Category List below).
- **S01 - Sole Source:** Should only be used for sole source purchases **greater than \$10,000**.
- **E01 - Emergency:** Should only be used for emergency purchases.
- **X02 - Exclusion Exempt:** Should be used for purchases for one of the eVA exempt categories listed below.

Exempt Category List

The following may be processed using the Small Purchase Form (PA01), Purchasing Card up to Cardholder's Limit or eVA by issuing an eVA purchase order with an **X02 PO Category**:

1. Purchases made using the DPS statewide contract for Express Delivery Services.
Example:
 - United Parcel Services – contract #91026
2. Purchases made by a university employee or agent while located in another country and the required goods/services are purchased from a vendor located in that country and the purchased goods/services will be used in the country where they are purchased.
3. Advertisements such as newspapers, magazines, journals, radio, television, etc.
4. Professional organizational membership dues and training classes sponsored by the professional organizations when payment is made directly to the professional organization sponsoring the training classes. (Vice President approval is required for processing organizational membership dues. This is a paper process with manual routing required.)
5. Conference registrations
6. Accreditation fees and academic testing services
7. Individual or group travel and lodging (PCard cannot be used). Group travel over \$50,000 should be entered as R01.
8. Surplus property
9. Exhibition rental fees for exhibitions of historical artifacts or original works of art. (The rental fee may include charges other than the rental of the exhibition, such as transportation costs.)
10. Goods or personal services for direct use by the recipients of programs specified in the *Code of Virginia* §2.2-4345, if the procurement is made for an individual recipient. Contracts and/or spot purchases for the bulk procurement of goods or services for the use of recipients shall not be exempted.
11. Medical (Health Care) Services when the service is provided by a hospital or an individual licensed and authorized by law to engage in the prevention, diagnosis, or treatment of human illness, injury, or physical disability, mental health, mental retardation, substance abuse, or emotional condition. Contracts and purchase orders between the agency or institution and temporary service providers or independent laboratory testing companies are not exempt from purchasing through eVA.
12. Purchases made using the DPS authorized multi-state drug contract

13. Revenue contracts, e.g., scrap, recycling or contracts with \$0 payment made by the Commonwealth such as contracted out bookstore services, Food service operations.

Examples:

- Aramark – FIN 231354443 for on campus dining and catering
- Aramark – FIN 231664232 for food service operations for the Ted Constant Convocation Center
- Follett Higher Education Group
- Under Armour- FIN 521990078

14. Government-to-government purchases; other than purchases from mandatory sources (VCE is not considered exempt. VCE should be entered as R01.)

15. Individuals providing instructional services in conjunction with a contract between an institution of higher education, including community colleges, and a local business or industry for non-credit workforce development classes to be provided by the institution of higher education.

16. Purchases made via closed loop systems or automated inventory control systems for items for resale (Drugs only POS)

17. Intercollegiate athletic event entrance and related fees (e.g., tournament entrance fees)

The following are **prepayments** and may be processed in eVA:

1. Honoraria
2. Entertainment - speakers, lecturers, musicians, performing artists
3. Intercollegiate athletic game referees, officials, and umpires, etc.

Notes: a. If vendor is an *Individual*, the *Independent Personal Services Certification (IPSC) form and associated process must be followed.*

b. If vendor is a *Company*, the use of the *Standard Engagement Agreement (SEA) will support scope of services and payment authorization request.*

The following may be exempt from processing in eVA and should be processed via a Payment Document/Memo Only:

1. Real estate leases
2. Purchases from public auctions (non-electronic)
3. Contracts with commercial fisherman for replenishment, research and stock assessment activities
4. Financing when goods/services procured from one source are being financed by another (i.e., third party) source. The financing exclusion does not apply to lease purchases.
5. Business and/or financial transactions to which public procurement regulations do not apply. Examples include debt service payments, Medicare and Medicaid payments, and child support payments.
6. Award of grants by agencies and institutions to public bodies or tax exempt non-profit charitable organizations. This exception does not apply to the expenditure of grant funds by agencies and institutions for the purchase of goods and/or services (see *APSPM 13.8e*).
7. Public utilities (electric, natural gas, water, sewer)
8. Local funds owned by trust-agent organizations (e.g., student organizations). These funds are non-state and are not owned and controlled by the university. The university's sole responsibility is writing checks out of a local account maintained on behalf of the organization that owns the funds. This exclusion does not include Auxiliary Enterprises.