

NUMBER: 1627

TITLE: Procurement Reporting Exemption

APPROVED: September 9, 2005; Revised June 17, 2010; Revised July 1, 2019; Revised April 22, 2022

SCHEDULED REVIEW DATE: April 2027

I. Background

Pursuant to §[23.1-1002, Eligibility for Restructured Financial and Administrative Operational Authority and Financial Authority](#), subdivision B11 states that a public institution of higher education may “be exempt from reporting its purchases to the Secretary of Education, provided that all purchases, including sole source purchases, are placed through the Commonwealth’s electronic procurement system using proper system code for methods of procurement.”

II. Board of Visitors Policy

It is the policy of the Board of Visitors for Old Dominion University to utilize eVA as its primary procurement tool, supplemented by the small purchase charge card, including receipt of requisitions, source for quotes via Quick Quote, Invitation for Bids and Request for Proposals when available, and shall award all formal contracts in eVA in compliance with the Commonwealth of Virginia objectives.

III. Authority

The Vice President for Finance or designee shall be responsible for interpretation and implementation of, and compliance with this policy.