

## eVA PO Category Guidelines

*Revised: June 2010, October 2012, January 2013, December 2014, May 2015, July 2015, March 2024*

All eVA Purchase Orders require the entry of a purchase order (PO) category. Purchase order categories are entered on the 'Header' 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 \$5,000**.
- **E01 - Emergency:** Should only be used for emergency purchases.
- **X02 - Exempt from Fees:** Should be used for purchases for one of the eVA exempt categories listed below.

### **Exempt Category List**

The following must be processed in eVA with an **X02 PO Category**:

1. Advertisements such as newspapers, magazines, journals, radio, television, etc.
2. Accreditation fees and academic testing services
3. Purchases of State and Federal Surplus property
4. 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.)
5. 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. This does not apply to contracts and/or spot purchases for the bulk procurement of goods or services for the use of recipients.
6. Medical or Dental Services when the service is provided by an individual or organization licensed and authorized by law to engage in the prevention, diagnosis, or treatment of human illness, injury, or physical disability, mental health disorder, or substance use disorder. This does not include contracts and purchase orders between the agency or institution and temporary service providers or independent laboratory testing companies.
7. Purchases of Pharmaceuticals, Vaccines, and University Oral Contraceptives MMCAP Contract Products, as categorized by MMCAP and within the Pharmacy Program under MMCAP Pharmaceutical Wholesaler Distribution Services Contract or a MMCAP Vaccine Program Contract. This does not include purchases of Non-Pharmaceuticals within the Pharmacy Program or MMCAP Contract Products under other MMCAP programs not mentioned above (ex. Medical Supplies).
8. 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
9. Government-to-government purchases; excluding VCE, VDC, VIB, OGC
10. Purchases with 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.
11. Intercollegiate athletic event entrance and related fees (e.g., tournament entrance fees)

12. Entertainment - speakers, lecturers, musicians, performing artists
13. Purchases from public auctions (non-electronic)
14. Contracts with commercial fisherman for replenishment, research and stock assessment activities
15. 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.
16. Honoraria
17. 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. (BUD and Dean/Director approval is required for processing organizational membership dues. This is a paper process with manual routing required.)
18. Conference registrations
19. Purchases made using the DPS statewide contract for Express Delivery Services.
20. Individual travel and lodging
  - a. Group (i.e., two or more individuals) travel up to \$50,000
  - b. Group travel related lodging
22. Real estate leases
23. Business and/or financial transactions to which public procurement regulations do not apply. Examples include eVA Fees, debt service payments, Medicare and Medicaid payments, and child support payments.
24. Award of grants (disbursement of grant funds) 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).
25. Public utilities (electric, natural gas, water, sewer)
26. 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.
27. Over the counter small purchase charge card purchases that are made at the site of the sale and picked up by the individual card holder.