PO CATEGORY CODES

When creating purchase requisitions in eVA the end user is required to select a purchase order category code from a drop down menu. The code selected identifies the type of purchase order entered. eVA Transaction Fees are determined by the PO Category Code and by vendor registration status. A vendor status may be: 1) Self-Registered – the vendor creates the vendor profile in eVA. 2) State-Entered – an agency (such as RU) provides the vendor information that is stored in eVA. 3) Un-Registered (ad-hoc) – an eVA user creates the vendor supplier and location form when creating a purchase requisition in eVA. Visit http://eva.virginia.gov/pages/eva-billing.htm for additional information on eVA fees.

eVA PURCHASE REQUISTION – (Where are the category codes located?):

When you log into eVA to create a requisition the first screen “Title Screen” contains the PO category field. Use the drop down feature, search for more, and select the appropriate code. The codes to be used by a Radford University department end user are:

- **R01 (Routine)**
- **S01 (Sole Source)**
- **P01 (Proprietary)**
- **X02 (Exempt from eVA transaction fees)**

Other codes may be available, but are to be used by Procurement and Contracts. There is a brief description of the PO Category Code beside each code number.

WHICH PO CATEGORY CODE DO I USE?: In order to assist you with the selection of the correct category code a detailed description of the code and examples are provided below; however, if you need additional assistance you may contact Procurement and Contracts at X-5419.

a. **R01 (Routine)**: This purchase order category is used for routine orders. It is the most common PO Category Code.

b. **S01 (Sole Source)**: A sole source is authorized when there is only one source practicably available for the goods or services required. This purchase order category code is used when the end user attaches the Sole Source Request and Certification Form (Form C034) to the PR for review and approval by the buyer in Procurement and Contracts Department.

c. **P01 (Proprietary)**: This purchase category code is used when the end user has used specifications that restrict the acceptable “product” to those of one or more specified manufacturers. Competition is available; however, limited within the confines of the manufacturers of the product. The end user must attach the Proprietary Request and Certification Form (Form C034) to the PR for review and approval by the buyer in the Procurement and Contracts Department.

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d. **X02 (Exempt from eVA transaction fees, competition not required):** This purchase order category code has been developed for use by state agencies when issuing purchase orders in eVA for goods and/or services listed as exempt from eVA transaction fees. These goods and services do not require a competitive solicitation process. Reference is made to the Radford University Procurement and Contracts - Procedures Manual, Chapter (4) Purchasing Overview.

**SELECT PO CATEGORY CODE X02 FOR THE FOLLOWING TRANSACTIONS:**

1. **Travel and Lodging:** Hotel/Motel accommodations, conference registrations and meals.

2. **Professional Organizational Membership Dues.**

3. **Training Classes** sponsored by a professional organization when payment is made directly to the professional organization sponsoring the class.

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. Works of art, musical scores for rental purposes are excluded.

5. **Placement of advertising in:** newspapers, magazines, journals, radio, television, etc. **Includes Academic paper submission fees.**

6. **Accreditation Fees and Academic Testing Services.**

7. **Entertainment** (speakers, lecturers, musicians, performing artists/models).

8. **Award of Grants by Agencies and Institutions to Public Bodies or Tax Excluded Non-Profit Charitable Organizations.**

9. **Medical Health Care Services** when the services 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.

10. **Public Utilities (i.e., examples including but not limited to: Electric, Gas, Water, Sewer, Phone Service, etc.)**

11. **Express Delivery Services utilizing DP&S Contract #E194-264.** Currently this contract is with United Parcel Services (UPS). The contract terms and conditions exclude the expenditures from being entered into eVA.

12. **Revenue Contracts** (i.e., Scrap, Recycling, Contracts with $0 payment, Bookstore, Food Service Operations, Beverage Contract, Dining Services, etc.)

13. **Government to Government Services.** An example would be payments made to other public institutions or governmental agencies.

14. **Purchases from Public Auctions (Non-Electronic).**
15. **Surplus Property Purchases.** (i.e., RU purchasing surplus property from another state agency.)

16. **Real Estate Leases.**

17. The purchase of goods or services that are produced by or related to:

   a. Persons, or in schools or workshops, under the supervision of the Virginia Department for the Blind and Vision Impaired.

   b. Nonprofit sheltered workshops or other nonprofit organizations that offer transitional or supported employment services serving the handicapped.

   c. Private educational institutions; or other public educational institutions.

   d. Sponsored research grant sub-awards and contract sub-awards, not to include the purchase of goods or services by the institutions.

   e. **Conference Facilities and Services.**

   f. Participation in intercollegiate athletic tournaments and events: including team travel and lodging, registration, game guarantees and tournament fees. This includes intercollegiate athletic game referees, officials, and umpires payable to the individual or a company.

   g. **Royalties.**

   h. **Legal Services.** Purchase of legal services that the Office of the Attorney General has been consulted or expert witnesses or other services associated with litigation or regulatory proceedings.