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. Visit http://eva.virginia.gov/pages/eva-billing.htm for additional information on eVA fees.

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

When you create a requisition the first screen “Title Page” 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 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 (EO1 Emergency). 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 831-5419.

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 C035) to the PR for review and approval by the buyer in Procurement and Contracts.

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.

d. **X02 (Exempt from eVA transaction fees):** 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.
SELECT PO CATEGORY CODE X02 FOR THE FOLLOWING TRANSACTIONS:

1. Advertisements such as in newspapers, magazines, journals, radio, television, etc.

2. Entertainment (speakers, lecturers, musicians, performing artists, models)

3. Accreditation fees and academic testing services

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.

6. Purchases by agencies and institutions to charitable organizations.

7. 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.

8. Purchases of Pharmaceuticals, Vaccines, and University Oral Contraceptives MMCAP Contract Products, as categorized by MMCAP, within the Pharmacy Program or Influenza Vaccine Program under MMCAP Pharmaceutical Wholesaler Distribution Services Contracts are exempt. Purchases of Non-Pharmaceuticals within the Pharmacy Program or MMCAP Contract Products under other MMCAP programs not mentioned above are not exempt from eVA fees (ex. Medical Supplies).

9. Revenue contracts, e.g., scrap, recycling or contracts with $0 payment made by the Commonwealth, e.g., contracted out Bookstore (RU Bookstore), Food service operations.

10. Government-to-Government purchases, excluding the mandatory sources identified in 14.9.a.1 (NOTE: VCE should be coded R01) (This does not apply to services provided by central service state agencies, activities operated as an internal service or enterprise fund)

11. Purchases from public auctions (non-electronic)

12. Purchases of State and Federal Surplus property

13. Contracts with commercial fisherman for replenishment, research and stock assessment activities

14. 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.

15. Purchases with public and private hospitals, as well as pharmacy chains and independent pharmacies, that are licensed and authorized by law to dispense controlled drugs and
other medications based on prescriptions written by medical practitioners licensed to engage in the prevention, diagnosis, or treatment of human illness, injury, or physical disability, mental health, mental retardation, substance abuse, or emotional condition, when the purpose of the contract is to provide on-site mentoring and practical experience to pharmacy students enrolled in state institutions of higher education.

16. Purchases with public and private hospitals, medical practices, and medical clinics that are 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, when the purpose of the contract is to provide on-site mentoring and practical experience to medical students enrolled in state institutions of higher education.

17. 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.

18. Public Utilities (electric, natural gas, water, sewer)

19. Real Estate Leases

20. 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.

21. Individual travel and lodging

   (a) Group (i.e., two or more individuals) travel up to $50,000 per group travel event

   (b) Group travel-related lodging (Team travel and lodging, registration, game guarantees and tournament fees. This includes game referees, officials, and umpires payable to the individual or a company).

22. Conference Registrations

23. Professional organizational membership dues and training classes sponsored by the professional organization when payment is made directly to the professional organization sponsoring the training class. A “professional organization” is generally defined as a group of professional individuals in a like occupation charged with educating, certifying or lobbying for its members.