

## eVA PO CATEGORY CODE AND eVA FEE EXEMPTION GUIDE

### 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 PO code selected identifies the type of purchase and if we (and the vendor) are required to pay additional eVA fees on the transaction.

### WHERE ARE THE CATEGORY CODES LOCATED? eVA Purchase Requisition

When you create a requisition, the first screen (*Title Page*) contains the PO category field. Use the drop-down feature >search< for more options, then select the appropriate code. The codes for general use are:

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

(Other codes may be available, but are to be used ONLY 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?

- R01 (Routine)**: This purchase order category is used for routine orders. It is the most common PO Category Code. Use this for items such as purchases for supplies either online or on the phone such as Amazon or Supply Room, promotional Items, software, lab supplies, office supplies, subscriptions for bona fide business purposes, and other items not otherwise classified.
- 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.
- 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.
- 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 eVA FEE EXEMPT TRANSACTIONS:**

- Academic testing services
- Accreditation fees
- Advertisements for employment or all other announcements (all media formats)
- entered in eVA, entered in Chrome River. Delete this.
- Entertainment payments for performing artists, speakers, lecturers, musicians, writers and artists.
- Express Mail Services using the DPS statewide contract (This contract is now titled “Small Package Delivery Services” – No. E19-79522)
- Government or Public Entities-Purchases from foreign, Federal, State, Localities, Town, City, public colleges and universities, state hospitals. Agency to Agency
- Group travel arrangements in the United States covered under contractual agreements.
- Group travel in foreign countries. Includes travel, lodging, meals and special services
- Intercollegiate athletic tournaments and events to include team travel, meals, lodging, registrations, insurance and tournament fees (if entered in eVA)
- Intercollegiate Referees, Officials and Umpires for athletic events
- Licenses (Federal, State or local) excluding software licenses
- Lodging or meeting rooms in hotels, conference centers, 4-H centers covered under contractual agreements. Excludes charges for additional services covered under contractual agreements.
- 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
- Pharmaceuticals purchases using the DPS-authorized multi-state contract
- Point of Sale SPCC purchases that are small, over-the-counter purchases made with P-Card at the site of sale and picked up by cardholder. (NOT online orders) (Point of sale will not be processed through eVA)
- Post Office-Purchases from the US Post Office
- Private educational institutions for transactions not associated with sponsored research.
- Public Auctions (non-electronic)
- Real Estate Leases
- Rental fees for exhibitions of historical artifacts and works of arts. May include transportation and other associated expenses.
- Revenue Contracts
- Surplus property from State of Federal agencies
- Utility payments (electric, natural gas, water, sewer)

**Miscellaneous**

- 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.
- Local funds owned by trust-agency organizations (i.e. student organizations). These funds are non-state and are not owned or used 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.



**The following items are exempt from eVA Procurement. Please contact Accounting Services for information.**

- Conference Registrations
- Gasoline purchased with Voyager Fuel Card
- Honoraria
- Legal Fees
- Membership and Association Dues
- Point of Sale SPCC purchases
- Reimbursements
- Personal Travel and Lodging