

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 (2.67P20) and include charges other than the rental of the exhibit.

5. Goods or personal services for direct use by the recipients of programs specified in §2.2-4345, if the procurement is made for an individual recipient. This does not include spot purchases for the bulk procurement of goods or services for the use of a program.
6. Medical or Dental Services when the service is provided by an individual who has a physical disability, mental health or substance use disorder. This is not applicable to revenue programs.

8. Revenue programs as contracted. Examples:
 - Aramark

