

Exclusions from eVA

Listed below are allowable, excludable items/categories that **DO NOT NEED** to be purchased through the eVA Procurement System.

Should you need a procurement document to facilitate the purchase of goods or services that qualify for eVA exclusion, you may use a DPO (Departmental Purchase Order, <http://www.jmu.edu/procurement/>). You must qualify/annotate on the DPO the exclusion number referenced below that is being claimed. **DPO's should ONLY be used for purchases of eVA excluded goods and services.**

If you choose or for some reason are required (ie. VCE purchases) to process an item that falls into one of the below eVA Exclusions the PO Category Code must be changed to X02 so neither JMU or the vendor will be charged an eVA transaction fee.

Payment for goods/services that qualify for eVA exclusion must be facilitated with an Accounting Voucher processed through Accounts Payable. **The applicable exclusion number should be referenced on the Accounting Voucher.**

Purchases from non-Registered eVA vendors

Purchases of non-excluded goods from vendors who are not registered with eVA still have to be processed through the eVA Procurement System. Procurement Staff will assist you as needed in manually adding the vendor and assigning the appropriate codes to the requisition required for this type of transaction.

If you have any questions about how to use any of the following eVA exclusions please contact Procurement Services at 540.568.4382 or askeva@jmu.edu. Procurement is responsible for handling and approving eVA exclusions.

The following are allowable, excludable items/categories that do NOT need to be procured through the eVA Procurement System. Items listed in **BOLD DO NOT QUALIFY** for the exclusion. Every attempt was made to list these items with clarity and relevance to typical JMU purchasing of goods. Should you need further explanation of these items/categories, you may contact Procurement Services at 568-3145.

1. Over the counter charge card purchases made with the Small Purchase Charge Card (SPCC). To qualify for the exclusion, the purchase must be made at the site of the sale and picked up by the individual card holder at the time of the purchase. **** Phone orders and web orders do not qualify as an exclusion ****
2. Travel and lodging including any expense coded to expenditure codes 128100 through 128800 as well as 122400, 122700 and 122800. Included in this group are conference registrations, lodging, meals, and moving and relocation expenses.
3. Professional organizational membership dues.
4. Training classes sponsored by a professional organization when payment is made directly to the professional organization sponsoring the training class. **** Payments made directly to a company or third-party for training services are not excluded ****
5. Entertainment(speakers, lecturers, musicians, performing artists/models)
6. Honoraria

7. 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. **** Purchases of art or musical scores are not excluded ****
8. Placement of advertising in newspapers, magazines, journals, radio, television, etc. ****Includes Academic Paper submission fees. ** This exclusion does not include the purchase/subscription of Newspapers, journals, magazines etc ****
9. Accreditation fees and academic testing services
10. Award of grants by agencies and institutions to public bodies or tax excluded non-profit charitable organizations. **** This exclusion does not apply to the expenditure of grant funds by agencies and institutions for the purchase of goods and/or services ****
11. 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. **** Contracts and purchase orders between the agency or institution and temporary service providers or independent laboratory testing companies are not excluded from purchasing through eVA ****
12. Public Utilities (electric, natural gas, water, sewer).
13. Purchases made using the DPS-authorized multi-state drug contract.
14. Purchases made using DPS's, Express Delivery Services. ****Currently the State contract for express delivery services is with United Parcel Services (UPS). Thus, services provided by Federal Express or other like carriers are not covered under this exclusion. Should you use the services of companies other than United Parcel Service (UPS) for delivery services, these transactions will need to be processed through the eVA Procurement System.**
15. Revenue contracts, e.g., scrap, recycling or contracts with \$0 payment made by the Commonwealth, e.g., contracted out Bookstore, Food service operations.
16. As of July 1, 2016 due to HB823 and revisions made to Chapter 680 2.2-614.4 Code of Virginia, ~~Government to Government~~ is **no longer a valid eVA exclusion**. Orders must be processed through the eVA system per normal procedures utilizing the X02 PO Category Code.
17. Purchases from public auctions (non-electronic).
18. Surplus property. An example would include JMU purchasing surplus property from another state agency, or when Federal surplus is purchased from DGS warehouse.
19. ~~Under \$100 Reimbursements to Employees~~ is **no longer a valid eVA exclusion**. *End users must refer to eVA Exclusion "E".*
20. Real estate leases.

Additional Exemptions For JMU Only:

- A. Local funds (8-XXXXX) owned by trust-agent organizations (e.g. student organizations like SGA Swimming, etc. - NOT Auxiliary Enterprises). These funds are non-state and are not owned and controlled by JMU. JMU, as custodian or fiscal agent for Local/Agency Funds, processes transactions on behalf of the owner of the funds. Per JMU Financial Procedures Manual Section 3045, all deposit and expenditure transactions must be handled in accordance with university procedures.
- B. Intercollegiate athletic event entrance and related fees (e.g. basketball tournaments, game officials, etc).
- C. Unplanned and unanticipated travel and travel-related expenses under \$5,000 when incurred by the Athletic Department while traveling.
- D. Purchases made by JMU employees or agent while located in another country and the required goods/services are purchased from a vendor located in that country and the purchased goods/services will be used in the country where they are purchased.
- E. Reimbursements processed through Chrome River and other under \$100 Employee Reimbursements (shall follow all applicable Procurement Procedures). The JMU VISA SPCC must be used when the vendor accepts VISA.