Departments should create a unique PO Number for record keeping using the following formula:

EV - Six Digit Org Code + MM + DD + YY + sequence #

EV - \_ \_ \_ \_ \_ \_ - \_ \_ - \_ \_ - \_ \_ - \_

**JAMES MADISON UNIVERSITY**

**DEPARTMENTAL PURCHASE ORDER**

**FOR PURCHASES EXCLUDED FROM eVA**

|  |  |  |
| --- | --- | --- |
| VENDOR NAME, ADDRESS AND PHONE |  | DELIVER TO: |
|  |  | JAMES MADISON UNIVERSITY |
|  | DEPT.: |
|  | BLDG.: | MSC.: |
| ATTN: | HARRISONBURG, VIRGINIA 22807 |
| PHONE NO.: |  | ATTN: |
| FAX NO.: |  | PHONE: (540) 568- |
| VENDOR FEDERAL I.D. NO: |  | FAX NO.: (540) 568- |
| PREPARED BY: | TEL # |  | **SEND INVOICE TO: (CHECK ONE)*** FACILITIES MGMT – ACTG - MSC7002
* ACCOUNTS PAYABLE - MSC 5712
* ACTG SERVICES (ETF) - MSC 5705
* MOTOR VEHICLE POOL & OPS - MSC 7010
* FACILITIES MGMT WAREHOUSE COMPLEX - MSC 7007
* FACILITIES MGMT ACTG CAP – MSC 7002
* FINANCE OFFICE – MSC 5719
* WMRA – MSC 6803
* CARRIER LIBRARY – MSC1704
* PROCUREMENT/VIVA – MSC 5720
* PAYROLL SERVICES – MSC 5706

 JAMES MADISION UNIVERSITY HARRISONBURG, VA 22807 |
| Instructions:This Departmental Purchase Order is to be used for items when the department and/or the vendor needs paper documentation of an order that is not required to be entered into eVA (it is an eVA Exclusion). The Exclusion number is **required** next to each item ordered. A list of the eVA Exclusions are located on [jmu.edu/procurement/departmental-guide/10.shtml](http://www.jmu.edu/procurement/departmental-guide/10.shtml). When an invoice is received the department will need to fill out an Accounting Voucher and reference the eVA Exclusion.Terms and Conditions and Instructions to Vendors can be located on[jmu.edu/procurement/terms](http://www.jmu.edu/procurement/terms). | DATE ORDERED: |
|  |
| DELIVERY REQUIRED ON OR BEFORE: |
|  |
|  |
| PLEASE COMPLETE IF APPLICABLE: |
| WORK ORDER NO. |  |

|  |
| --- |
| **THIS ORDER IS VALID IF TOTAL AMOUNT DOES NOT EXCEED $4,999.99** |
| EXCLUSION # | DETAILED DESCRIPTION | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| If purchase is not an “EXCLUSION” explain why the purchase was not made through eVA.  |
|  |  |  |  |  |
| **DEPARTMENT I.D.** | **ACCOUNT CODE** | **AMOUNT** |  | SHIPPING AND HANDLING |  |
|  |  |  |  |  |
|  |  |  |  | **TOTAL AMOUNT** |  |
|  |  |  |  |
|  |  | JMU SALES TAX EXEMPT #: 208069909-8 |
|  |  | **DO NOT PURCHASE THE FOLLOWING ON THIS FORM:*** FURNITURE (other than VCE furniture)
* COPIERS (or any other item requiring multiple payments)
* NARCOTICS (or any dangerous drugs)
* ALCOHOLIC BEVERAGES
* FIREARMS AND AMMUNITION
* PROPERTY LEASES
* PURCHASES FROM A STATE EMPLOYEE
* CELLULAR PHONES
* TWO-WAY RADIOS
* PROFESSIONAL SERVICES
* NON-PROFESSIONAL SERVICES (that require other commonwealth approvals)

Reference the JMU Financial Procedures Manual, Section 29, if you have any questions concerning the restrictions. |
| **AUTHORIZED BY (SIGNATURE)** | **DATE** |
|  |  |
| **RECEIVED BY (SIGNATURE)** | **DATE** |

Distribution Requirements: Forward one copy to the vendor, one copy to Accounts Payable, and one copy to Procurement Services.