

Purchase Transaction Processing

Transactions Processed Through Direct Pay

Transactions listed below will be the only transactions processed through Accounts Payable using a **Direct Pay/General Encumbrance** form. Appropriate signatures and documentation must accompany the Direct Pay form. All other transactions see eVA instructions below.

Direct Pay

- Personal Reimbursements
- Petty Cash Custodian
- Drug Study/Research Study participants

General Encumbrances

- Post Docs (Post Doc Payment Schedule required)
- Sub Awards (Sponsored Programs Use Only)

Transactions Processed Through eVA

All other transactions not listed above will be processed through eVA. Each transaction processed through eVA will require a "PO Category". Failure to use the appropriate PO Category will result in a fee to the University that will be subsequently charged to the department. The PO Category will systematically default to R01. However, departments must be cognizant that the default R01 PO Category will not be appropriate for some purchases. Departments must use the appropriate "PO Category" as noted below.

- Non-Exempt purchases to eVA registered vendors require **R01**
- Non-Exempt purchases to Non registered vendors require **R02**
- eVA exempt categories use **X02**

<http://www.vcu.edu/procurement/evaexemp.htm>

Other Transactions

The transactions listed below will continue to use the forms designated.

- Travel Reimbursements- Travel Reimbursement Voucher (Travel Authorization form when required)
- Travel Advance – Travel Authorization form
- Revenue Refunds – Revenue Refund Voucher

Purchasing Card (Pcard) Transactions

- Pcard purchases on the eVA Exempt Categories List (<http://www.vcu.edu/procurement/evaexemp.htm>) do not need to be entered into eVA.
- Pcard purchases using a Pcard that charges a grant index (Index beginning with the number 5) do not need to be entered into eVA.
- Pcard purchases from an eVA Vendor are entered into eVA as a PCO order. If the Vendor does not accept orders electronically through eVA, you must contact the Vendor to place the order and supply them with the Pcard information.
- Pcard purchases from a Non-registered Vendor are entered into eVA as a Purchase order, which requires the Federal Tax Id Number and placing the order with the Vendor and supplying them with the Pcard information. The order will be sent to Banner, which requires an encumbrance removal to liquidate the order commitment in Banner – <http://www.controller.vcu.edu/banner/EncumbranceRemoval.pdf>
- To assist in identifying these orders that need to be liquidated and eliminate the need to create unnecessary vendors, users should create the eVA non-registered order using the Federal Tax ID number of 77777777. This tax ID number will match a vendor in Banner that will indicate that it is a P-card Purchase and no new vendor will need to be created. This should only be used for P-card orders to Non-registered eVA vendors.