

**Procedure #11-002:**            **Small Purchasing Procedure for Goods and Services <\$500.00**

**Revised Date:**                **August 2019**

**Form Number:**                **PA01**

**Purpose:** To streamline and maximize administrative efficiency for prepayments and the procurement of goods and/or services when the *University's PCard cannot be used*. The PA01 form can be used for the following:

1. goods and/or services \$500 or less, and
2. eVA exempt vendors and transaction types noted on the PA01 form (Springhill Suites, Aramark, Enterprise, CI Travel, and Government-to-Government transactions)

Although the intent is to provide for efficiency in processing transactions described above, Procurement Services shall reserve the right to use this procedure and associated PA01 form when deemed appropriate and/or in the best interest of the University, department and/or vendor.

**Appropriate Use of Form:**

1. This procedure may be used for hotel accommodations equal to \$500 or less, or greater than \$500 when using Springhill Suites, Norfolk location. Users shall comply with the advance travel approval process (for employees) and attach supporting documentation to PA01 form. Only one night's lodging can be paid in advance of the stay.
2. This procedure may be used but is not required, for Independent Contracting Services equal to \$500 or less. The IPSC process should be followed as applicable and all supporting documentation should be attached to the PA01 form. The IPSC process is located on the Office of Finance website.
3. The Authorization for Purchase (PA01) form shall be used for prepayments \$500 or less or can be used for prepayments above \$500 when issued to one of the vendors identified on the form (Springhill Suites, Aramark, Enterprise, CI Travel, and Government-to-Government transactions). The PA01 form must indicate prepayment in the checkbox and will not have a received date.

**Procedure:** University departments shall:

1. Process transactions via use of the University's PCard whenever possible; **or**
2. Utilize the reference Authorization for Purchase (PA01) form as follows:
  - a. Prepare the PA01 form for
    - i. prepayments \$500 or less,
    - ii. purchases \$500 or less, or
    - iii. transactions to the vendors noted on the PA01 form
  - b. A department tracking number is required on the PA01 form. The tracking number format shall be the department budget code, the fiscal year in which the goods and/or services are being purchased, and a three-digit sequential number which the department will assign and maintain., e.g., 1PC01-14-001

- c. Upon receipt of goods or services and vendor's invoice, complete the remainder of the PA01 form ensuring that all information is entered.
- d. The person receiving the goods and/or services should sign the completed form noting the date received and the date they signed the form.
- e. A person with signature authority must sign the PA01 form approving the expenditures and certify that the goods and/or services provided are necessary to meet the mission of the University.
- f. If the PA01 form is being used for memberships, President or respective VP signature is required.
- g. Submit the completed PA01 form with the associated invoice to Accounts Payable for processing.
- h. Maintain a copy of the PA01 form and the associated invoice on file within your department.

**Additional Requirements:**

- 1. If the vendor is not in Banner, user shall (i) request a W-9 from the vendor, and (ii) send the W-9 to [w-9@odu.edu](mailto:w-9@odu.edu) upon receipt to ensure the vendor is added to the vendor table prior to the payment request being submitted.
- 2. Non-eVA users submit paper requisitions to Procurement Services for processing of transactions other than those noted on the form that are greater than \$500.
- 3. Improper use of the form or incomplete documents will result in the form being returned to the department.
- 4. Departments must provide the PA01 form tracking number to the vendor in advance and to ensure the vendor notes the number on the invoice. The PA01 form tracking number should be used as an equivalent to the purchase order number.
- 5. University departments processing purchases via the PA01 form shall ensure prices are fair and reasonable and shall adhere to the University's SWaM Plan requirements.

