

## Mandatory Use of eVA for Purchases exempt from Transaction Fees

The following transactions will be processed through eVA by issuing the order to the vendor and using **Purchase Order Category X02**. These transactions are exempt from eVA agency and vendor transaction fees; however, use of eVA is mandatory to enhance transaction transparency, analysis and reporting.  
**eVA purchase orders are to be issued prior to contractors performing any work.**

1. Advertisements such as in newspapers, magazines, journals, radio, television, etc.
2. Entertainment (speakers, lecturers, musicians, performing artists)
3. Accreditation fees and academic testing services
4. 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.)
5. Goods or personal services for direct use by the recipients of programs specified in the *Code of Virginia, § 2.2-4345*, if the procurement is made for an individual recipient. Contracts and/or spot purchases for the bulk procurement of goods or services for the use of recipients *shall not be exempted*.
6. Purchases by agencies and institutions to charitable organizations in accordance with the provisions of APSPM 8.7, Legislatively Directed Contract Awards.
7. 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 exempt from purchasing through eVA.
8. Purchases of Pharmaceuticals, Vaccines, and University Oral Contraceptives MMCAP Contract Products, as categorized by MMCAP, within the Pharmacy Program or Influenza Vaccine Program under MMCAP Pharmaceutical Wholesaler Distribution Services Contracts are exempt. Purchases of Non-Pharmaceuticals within the Pharmacy Program or MMCAP Contract Products under other MMCAP programs not mentioned above are not exempt from eVA fees (ex. Medical Supplies).
9. Revenue contracts, e.g., scrap, recycling or contracts with \$0 payment made by the Commonwealth, e.g., contracted out Bookstore, Food service operations.
10. Government-to-Government purchases, excluding mandatory sources

11. Purchases from public auctions (non-electronic)
12. Purchases of State and Federal Surplus property
13. Contracts with commercial fisherman for replenishment, research and stock assessment activities
14. Financing when goods/services procured from one source are being financed by another source (i.e. third party). *The financing exclusion does not apply to lease purchases.*
15. Purchases with public and private hospitals, as well as pharmacy chains and independent pharmacies, that are licensed and authorized by law to dispense controlled drugs and other medications based on prescriptions written by medical practitioners licensed to engage in the prevention, diagnosis, or treatment of human illness, injury, or physical disability, mental health, mental retardation, substance abuse, or emotional condition, when the purpose of the contract is to provide on-site mentoring and practical experience to pharmacy students enrolled in state institutions of higher education.
16. Purchases with public and private hospitals, medical practices, and medical clinics that are 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, when the purpose of the contract is to provide on-site mentoring and practical experience to medical students enrolled in state institutions of higher education.
17. Purchases with individuals providing instructional services in conjunction with a contract between an institution of higher education, including community colleges, and a local business or industry for non-credit workforce development classes to be provided by the institution of higher education.

## **These transactions are exempt from eVA:**

1. Over the counter small purchase charge card (SPCC) purchases that are made at the site of the sale and picked up by the individual card holder.
2. Real Estate Leases
3. Professional organizational membership dues and training classes sponsored by the professional organization when payment is made directly to the professional organization sponsoring the training class. A “professional organization” is generally defined as a group of professional individuals in a like occupation charged with educating, certifying or lobbying for its members.
4. Conference registrations
5. Honoraria
6. Award of grants (disbursement of grant funds) by agencies and institutions to public bodies or tax exempt non-profit charitable organizations. This exception does not apply to the expenditure of grant funds by agencies and institutions for the purchase of goods and/or services (see APSPM 13.8e)
7. Public Utilities (electric, natural gas, water, sewer)
8. Purchases made using the DPS statewide contract for Express Delivery Services
9. Voyager (fuel) charge card purchases.
10. Individual travel and lodging
  - (a) Group (i.e., two or more individuals) travel up to \$50,000 per group travel event
  - (b) Group travel-related lodging
11. Business and/or financial transactions to which public procurement regulations do not apply. Examples include eVA Fees, debt service payments, Medicare and Medicaid payments, and child support payments.