



Department of Procurement Services

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*

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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 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.



AUTHORIZATION FOR PURCHASE
Goodsand Services
Form#: PA01

