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 |
|  |  | | |  |  |  |  |
|  |  | | |  |  |  |  |
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|  |  | | |  |  |  |  |
| 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.