Most goods and services must be purchased utilizing eVA, Virginia’s electronic procurement system, however, some exceptions are allowed. If a purchase meets one of the exemption criteria established by the state (listed below) then the purchase does not have to be completed through eVA procurement.

Purchases that are exempt from eVA procurement:

1. Individual travel and lodging.
2. Registration fees for conferences.
3. Small over-the-counter purchases made with the P-Card. Purchases must be made at the site of the sale and picked up by the cardholder. This DOES NOT include orders places on the vendor’s website or by telephone.
4. Reimbursements (limited, see Reimbursement Guidelines)
5. Honorarium payments under $2,000 (total).
7. Postage (this includes mailing services such as FedEx and UPS).
8. Business Cards - may be purchased on-campus through Canon Solutions or online through Worth Higgins using the Mason P-Card. See Printing Contracts Quick Guide.
9. Sodexo Catering – should be ordered through the online Catertrax application. Sodexo provides Mason’s on-campus dining and is the preferred caterer.
10. Interdepartmental (Recharge process)

Purchases exempt from eVA fees

The items listed below are exempt from eVA fees (charged to Mason). These items must still be entered into eVA, however, the PO Category field should be changed to “X02” (instead of R01). This way eVA will not charge Mason a transaction fee for the purchase.

1. Professional organization membership dues.
2. Entertainment payments to: speakers, lecturers, musicians and performing artists. This DOES NOT include consultants, seminar facilitators or contracted workshop instructors.
3. Honorarium payments of $2,000 or more.
4. Accreditation fees and academic testing services.
5. Advertisements in newspapers, magazines, journals, radio or television.
6. Real estate leases.
7. Exhibition rental fees for exhibitions of historical artifacts or works of art.
8. Public utility payments (electric, natural gas, water sewer).
10. State Agency to State Agency payments.

For questions regarding eVA exemptions please contact Purchasing & AP Ext. 3-2580 or email evaadmin@gmu.edu.