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Proper Use of Confirming Orders

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Dear eVA & SPCC Account Holders:

The following information is being provided as a reminder concerning the proper use of confirming orders in eVA.

All eVA purchase orders are to be issued **prior** to directing a contractor to provide a requested good or service.

However, in extenuating cases, where it is not feasible to enter the purchase order into eVA prior to directing the contractor to provide the requested good or service (ie: limited or no access to eVA at the time of order, over the counter or cash and carry transaction, etc...), a **confirming order** may be entered into eVA. Confirming orders are permissible only in these extenuating cases.

When creating a confirming order in eVA all small purchase requirements are to be followed (ie: documented quote from a micro, small, or non-small vendor as applicable, copy of receipt or invoice as applicable, etc...).

Also the actual purchase order must be entered into eVA within five (5) business days of directing the contractor to provide the requested good or service. There is no exception or extension of the five (5) business days requirement.

Failure to provide the required documentation or enter the confirming order into eVA within five (5) business days is a procurement violation and will result in punitive actions ranging **from** a written warning to the eVA/SPCC account holder and their designated supervisor **to** cancellation of the eVA/SPCC account holder's purchasing privileges.

If there are any questions regarding confirming orders and their proper use please do not hesitate to contact the Office of Procurement Services at procurement@cnu.edu or (757) 594-7553.

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