

Purchase Transaction Type

- **10 – Equipment – Non-Technology** – Procurements not meeting the technology equipment descriptions that are not used up except through depreciation or wear and tear. Items would typically include: furniture, vehicles, machinery and other similar types of large objects. Agencies should use the 50% rule in determining whether procurements of equipment including labor for installation or servicing would be categorized as equipment or service.
50% rule: The deciding factor is where the majority of the cost is expended – on the product itself or on the services related to making the product functional. Whenever the estimated cost of materials, equipment, or supplies amounts to 50% or more, it is not considered a service.
 - For Longwood this category includes: Paper based books, and textbooks.
- **15 – Equipment – Technology** – Procurements of technology equipment that are not used up except through depreciation or wear and tear. Items would typically include: computers, peripherals, etc. (Consult your IT department if you need more information).
- **20 – Supplies – Non-Technology** – Procurements not meeting the technology supplies description that would include all types of consumables such as: food, clothing, fuel, medical supplies, athletic supplies, office supplies, replacement parts, hardware supplies, printer supplies, etc.
- **25 – Supplies – Technology** – Procurements of technology supplies that would typically include: software, replacement parts, consumables, etc. (Consult your IT department if you need more information).
- **30 – Non-Professional Services – Non-Technology** – Procurements of activities performed by independent contractors not found under the description for technology or professional services that do not consist primarily of the acquisition of equipment or materials, or the rental of equipment, materials and supplies. Items would typically include: maintenance agreements, custodial services, grounds maintenance, banking/collection services, advertising/public relations, security services, food service, vending, hauling/moving/transportation, conference facilities, insurance, and rental of equipment with operators. Agencies should use the 50% to determine the type of procurement (service or equipment).
 - For Longwood this category includes: Web hosted/online databases, electronic books, and electronic subscriptions.

- **35 – Non-Professional Services – Technology** – Procurements of activities performed by independent contractors not found under the description for non-technology or professional services that do not consist primarily of the acquisition of equipment or materials, or the rental of equipment, materials and supplies. Items would typically include: maintenance agreements, consulting services, trainers, etc.
- **40 – Professional Services** – As defined by the VPPA means work performed by an independent contractor within the scope of the practices of: accounting, actuarial services, architecture, land surveying, landscape architecture, law, dentistry, medicine, optometry, pharmacy, professional engineering and the services of an economist procured by the State Corporation Commission. These are the only services that use the transaction type of Professional Service.
- **45 – Printing** – Procurements of printing services and products.
- **50 – Construction** – Procurements of buildings, altering, repairing, improving or demolishing any structure or building. Draining, dredging, excavation, grading or similar work upon real property. Typically might include: door repair or replacement, roof replacement, renovations of any kind, mine reclamation, site grading, etc.
- **55 – Highway Construction** – Procurements of highway construction, services, maintenance and repair.
- **60 – Real Property** – Procurements of the lease of office space, purchase/sale of land, appraisals/broker services, etc.
- **65 – Surplus** – Procurements of surplus property.

For More Information

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