



Shared Services Center eVA naming convention

EXAMPLES of complete naming convention

- **VWCC-CAT-OFFICE SUPPLIES FOR FINANCE DEPT**
- **VWCC-SL-LAB SUPPLIES FOR NURSING**
- **VWCC-NPR-HOT-TRIO PATHWAY FIELD TRIP**

- College acronym, using the full alphabetical abbreviation
 - VWCC

- Type of request
 - CO=Confirming order: Purchase has already been made
 - CAT=Catalog order: (Order is generated from an eVA punch-out catalog)
 - MA=Contract order: (purchase is from an existing contract)
 - SOL=Solicitation: (Value over \$5,000 and anticipates Quick quote, IFB, or RFP)
 - NPR=New Purchase Requisition: (Did not originate from slim line requisition)
 - SL=Slim-line Requisition (new order originating from a slim line)

- If Requisition is HOT and must be processed today, HOT should be the next word
 - **Please use this only in cases where there is truly an immediate need**

- Concise description of the purchase