



# DIVISION OF PROCUREMENT

## STANDARD OPERATING POLICIES AND PROCEDURES

### PURCHASE ORDERS

*Effective: June 2, 2026*

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**SOPP-DPP-PROC-004-2026**

**Dated and Effective: June 2, 2026**

*The information in this SOPP is current as of the effective date and supersedes and replaces all memoranda or guidance previously issued by DPP, and DOF in SOPP #305, on the same subject matter. DPP reserves the right, at its sole discretion, to update, delete, change, suspend, discontinue, or otherwise alter the content of the SOPP, in whole or in part, at any time, with or without notice. It is incumbent upon all GVI employees to keep abreast of the policies and procedures governing their employment.*

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## 1.0 Introduction, Authority, and Purpose

This SOPP is developed to establish and improve policies and procedures for the creation and management of purchase orders for the executive branch of the Government of the Virgin Islands (GVI).

Pursuant to Title 31, Chapter 23 of the Virgin Islands Code, the Department of Property and Procurement (DPP) is the Executive Branch Agency of the GVI with the statutory authority and responsibility for the acquisition of all goods and services for the executive branch agencies of the GVI, except for the judicial and legislative branches. Section 234, specifically, requires that no purchase shall be made by any department or agency of the government or by any employee of the government for any agency of the government except by written order approved by the Commissioner of Property and Procurement and issued in accordance with Section 233. DPP utilizes purchase orders to satisfy this legal requirement. As GVI's contracting officer, solely, the Commissioner of DPP has the authority to purchase or contract on behalf of all GVI's executive branch departments, offices, boards, institutions, and agencies. Only the Commissioner of DPP has the authority to approve purchases and award contracts. Thus, no department has independent procurement authority unless it is authorized pursuant to statute or delegation or waiver from the Commissioner of DPP.

In effectuating the executive branch's procurement activities, the GVI utilizes GVIBUY, which is the official system of record for government acquisitions, contract management and approvals, contract retention, invoicing, and vendor relations. The purpose of these Standard Operating Policies and Procedures (SOPPs) is to describe the processes and the role and responsibilities of users who create, use, and manage purchase orders.

## 2.0 Scope and Effective Date

This SOPP is applicable to all GVI employees who manage and utilize purchase orders (POs) within GVIBuy. The effective date of this SOPP is June 2, 2026.

## 3.0 Standards of Conduct

All GVI personnel must abide by the standards of conduct set forth in the Government of the Virgin Islands' (GVI) Code of Ethical Conduct (Executive Order No. 540-2025); DPP's Procurement Manual Rev. 06/02/2026; and this SOPP.

## 4.0 Purchase Orders

Purchase orders are documents that the GVI uses to purchase goods and services. Purchase orders communicate details about a purchase between the Government and vendors. Purchase orders can be created from scratch, or they can be converted from requisitions or bids. In GVIBuy, the only users who have the ability to create from scratch, modify, and cancel Purchase Orders are authorized DPP personnel; and DPP personnel will only create purchase orders from scratch in special cases when there is documentation allowing the creation of the purchase order (i.e., a fully approved Justification Letter or Contract). Outside of these rare and special cases, all purchase orders in GVIBuy will be created from requisitions or bids.

Purchase orders must include the following information, which in most instances are auto populated once a requisition or bid is fully approved and converted to a purchase order in GVIBuy.

- a. The Department/Agency making the purchase;

- b. The goods or services, and the quantities/scope, that are being purchased;
- c. The vendor(s) who will provide the goods or services;
- d. Where the goods and services will be shipped to and billed to;
- e. The accounting information confirming the funding that supports the purchase;
- f. Attachments that support the purchase; and
- g. Other information that provide details, context, and history of the purchases, including but not limited to notes, approvals, changes, receiving, and invoicing.

Additionally, unless otherwise stated, all Purchase Orders in GVIBuy are fixed price. In other words, vendors cannot invoice, nor can users receive more than what is allowed on the purchase orders. Additionally, all purchase orders must be publicly accessible for viewing.

**\*Note:** The unauthorized commitment of public funds through the ordering of goods or services prior to the issuance of a valid purchase order is strictly prohibited. Confirmation of unauthorized commitments by DPP will be reserved only for exceptional circumstances and must not be used as a routine procurement practice. Consistent unauthorized purchasing by a User Agency will result in corrective action planning and other legal remedies when and where necessary.

There are four (4) types of purchase orders in GVIBuy. They are:

1. Release Purchase Orders (Release PO)
2. Open Market Purchase Orders (OMPO)
3. Master Blanket Purchase Orders (MBPO)
4. Request for Payment Authorization (RPA) Purchase Orders (RPA PO)

#### **4.1 Release Purchase Orders**

- 4.1.1** A Release Purchase Order is an order to purchase goods or services that are included in a contract/MBPO. There are two types of Release POs: 1) Standard Release PO; and 2) Direct Release PO.
- 4.1.2** If the MBPO that the release requisition is being entered against allows Direct Releases, then the Release Requisition will convert to a fully approved Direct Release PO once the requisition is fully approved. Direct Release POs are automatically approved and sent to the vendor without additional review or action.
- 4.1.3** If the MPBO that the release requisition is being entered against allows Standard Releases, then the Release Requisition will convert to a Standard PO. These POs required additional review and approval by DPP personnel.
- 4.1.4** The majority of the MBPOs in GVIBuy allow for Direct Releases as a means of achieving greater efficiency in Government purchasing. Once the release requisitions are reviewed and fully approved by DPP to ensure purchasing is occurring in accordance with the terms and conditions of the contract, no further action is needed by DPP. The User Agency can continue with the purchase.
- 4.1.5** If users notice an MBPO that does not allow Direct Releases, the user should contact DPP to inquire on the reasoning and the user may request that the MBPO allow for Direct Releases.
- 4.1.6** Although the Required by Date on Release POs are not mandatory, the delivery of the goods and services on Release POs must be completed in accordance with

the terms and conditions of the authorizing contract. Therefore, Release POs must not remain open for extended periods of time nor must Release POs stay open outside of the period of performance and liquidation period allowed by the appropriations (local or federal) supporting the purchase.

- 4.1.7 \*Note:** Release POs are integrated with the ERP. Once a Release Requisition is fully approved, GVIBuy will transfer data to the ERP to enable the creation of a Release PO. If any data is incorrect or if the account supporting the purchase is insufficiently funded, the system will return an error code. Users must contact DPP for a resolution.

## **4.2 Open Market Purchase Orders**

- 4.2.1** An OMPO is an order to purchase goods or services that are not included in an MBPO. Therefore, OMPOs represent one-time purchases for goods and services for which contracts do not exist nor are required. **\*Note:** OMPOs cannot be utilized for recurring services that require a contract.
- 4.2.2** OMPOs are converted from bids. Only in the special circumstances outlined in SOPP-DPP-PROC-003-2026 (Informal Bid Solicitations) can an OMPO be converted from a requisition (i.e., special sourcing procedures pursuant to Title 31, Sections 239(a)(1), (a)(2), and (a)(13)).
- 4.2.3** Although the Required by Date on OMPOs is not mandatory, the delivery of the goods and services on OMPOs must be completed as agreed upon between the Government and the vendor during the solicitation and award of the goods/services. OMPOs must not stay open outside of the period of performance and liquidation period allowed by the appropriations (local or federal) supporting the purchase.
- 4.2.4** Once the OMPO is fully approved by DPP personnel, DPP will issue the OMPO to the vendor. Users will be able to track the vendor's acknowledgement and acceptance of the OMPO, in addition to collaborating with the vendor to complete the purchase in accordance with the agreed upon terms and conditions.
- 4.2.5 \*Note:** OMPOs are integrated with the ERP. Once an OMPO is fully approved, GVIBuy will transfer data to the ERP. If any data is incorrect or if the account supporting the purchase is insufficiently funded, the system will return an error code. DPP and the User Agency will need to collaborate to resolve the problem.

## **4.3 Master Blanket Purchase Orders**

- 4.3.1** An MBPO is a contract. All Government contracts (supply, construction, task order, professional services, license agreements, leases, etc.) are recorded in GVIBuy as MBPOs.
- 4.3.2** Purchases against MBPOs are tracked as releases (requisitions and purchase orders).
- 4.3.3** DPP, when approving the MBPOs, will use the details of the contracts to set purchasing limits, department access, the term during which purchasing is allowed, etc.

4.3.4 MBPOs are not integrated with the ERP. Therefore, any error codes that might occur on an MBPO are internal to GVIBuy.

#### 4.4 RPA Purchase Orders

4.4.1 An RPA PO is not an order for goods or services as this document is typically used when a good or service has been purchased and received outside of the Government's documented procurement procedures.

4.4.2 RPA POs are converted from RPA Requisitions and are fully approved with receiving completed and the PO ready for AP processing.

4.4.3 There are additional business purposes for RPA POs as outlined in SOPP-DPP-PROC-002-2026 (Requisitions).

4.4.4 **\*Note:** RPA POs are integrated with the ERP. Once an RPA PO is fully approved, GVIBuy will transfer data to the ERP. If any data is incorrect or if the account supporting the purchase is insufficiently funded, the system will return an error code. DPP and the User Agency will need to collaborate to resolve the problem.

#### 5.0 Change Orders

5.1 Change Orders are modifications to purchase orders that have been fully approved.

5.2 Any change/modification to a purchase order must be supported by the required approvals, documentation, and circumstances. Remember, GVIBuy POs are fixed-priced.

5.3 To request a Change Order, users must contact DPP at [ProcurementReq@usvi.onmicrosoft.com](mailto:ProcurementReq@usvi.onmicrosoft.com). All requests must include, at a minimum, the PO number, the reasons/justification for the modification, the aspects of the PO that need to be modified, and all supporting documentation (e.g., justification letter, amended contract, supplier documentation, etc.)

5.4 Users must not engage in verbal changes/modifications to purchase orders. Verbal agreements are not binding on the GVI.

5.5 In GVIBuy, the only changes that can be made to a purchase order are items (i.e., quantity, price, etc.), subcontractors, addresses, accounting, and attachments. **\*Notes:** Vendors cannot be changed on purchase orders. If the GVI awards and approves a purchase order or contract to a vendor, then cancels/terminates that purchase order or contract, the GVI must recompile for the goods or services that are needed. Once an award is made in GVIBuy and the purchase orders from that award are approved, the vendor cannot be changed on the purchase order.

5.6 For change orders that are sufficiently supported for approval, DPP users will first cancel the associated purchase order in the ERP. Once the associated ERP purchase order is canceled, then DPP will approve and apply the change order in GVIBuy.

5.7 **\*Note:** DPP reserves the right to request any supporting documentation or details to support the modification of a purchase order. Additionally, DPP reserves the right to reject any request to modify a purchase order if the request is insufficiently supported or is not in the best interest of the GVI.

## 6.0 Receipts

- 6.1** Delivery of goods and completion of services under a purchase order must be inspected and rejected/accepted by the User Agency. User Agencies may utilize internal documentation that records the inspection/confirmation/receipt of a good or service. Once inspected and accepted, users must complete the receipt process in GVIBuy. The POs in GVIBuy for which receiving can be processed are Release POs and OMPOs. **\*Note:** Users **must not** confirm receipt of a good or service that was not in fact delivered/completed.
- 6.1.1** To complete the receiving of items in GVIBuy, users should find the PO that needs to be received and find the “Create Receipt” button in the middle of the Summary Tab.
  - 6.1.2** Once the “Create Receipt” button is clicked, the receipt document will open. The header information on the receipt is auto populated from the purchase order.
  - 6.1.3** Users can: 1) receive all items at once, 2) receive individual items, 3) return all items at once, 4) return individual items, 5) cancel remaining items, and 6) cancel all items at once.
  - 6.1.4** To receive all items at once, users should select the appropriate Received Date in the Header section of the receipt and then select “Commit Date”. Once completed, users must select “Receive All” at the bottom of the receipt document.
  - 6.1.5** To receive items individually since POs can have multiple items, users must select only the items that need to be received in the system, ensure the Receipt Type says “Receive”, enter the Quantity/Dollars as appropriate, select a date for the Receipt Type, and then click “Save & Continue” on the bottom of the page.
  - 6.1.6** If an item needs to be returned (damaged, wrong item, etc.), users must first receive it in the system (following step 6.1.5), then return it. Users must receive any item that is shipped, even if the item has to be returned. However, users must not submit those items for approval. To complete a return, users must enter a comment outlining the reason for the return. **\*Note:** When conducting these procedures, users must ensure the current count/quantities on the items are accurate. Failure to do so will disable the documents from being closed properly.
  - 6.1.7** If the shipment did not include all of the order, conduct receiving only for the items that were shipped. The system will keep track of what was received against the PO and the total remaining items. If users know that further shipments are not forthcoming, users can, and should, cancel the remaining amount of the item(s). Users should complete the “Receiving Individual Items” process, then change the Receipt Type to “Cancel” and enter the quantity/dollar for the amount that will not be received. Comments are required to cancel items that will not be received. Once completed, users must select “Save & Continue”. **\*Note:** When this receipt is processed for approval, this will initiate a Change Order to the PO for the canceled quantity/dollars of the PO item. Therefore, users should conduct this process if the other quantities/dollars will not ordered or delivered.
  - 6.1.8** To cancel the remaining quantity/amount for all items on a shipment/delivery, enter comments in the Cancel All Comments section and then click “Cancel All”. The remaining quantity/dollars of all items will be canceled. When the receipt is approved, a change order to the Purchase Order will be executed. **\*Note:**

Processing Cancel All for a purchase order will affect the status of the purchase order. If the purchase order was Partial Receipt (3PPR), the new status will be Complete Receipt (3PCR). If the purchase order was Sent (3PS), the new status will be Canceled (3PCA).

**6.1.9** Users can attach files to the receipt, including pictures, internal agency documents, etc. To attach a file, users should utilize the attach file icon next to “Files” under the Attachments Section of the receipt. For Fixed Assets, users should attach the most up-to-date Fixed Assets Form.

**6.1.10** When receiving line items that are not fixed assets, users will be allowed to auto-approve the receipts. However, line items that are fixed assets will queue to DPP’s Fixed Assets team for review and approval.

**6.1.11** Once receiving has been completed and approved on a PO, users with the Accounts Payable role on their profiles can begin to conduct the AP procedures in the system by selecting “Create Invoice” in the mid-section of the Summary Tab.

## **7.0 Purchase Order Close Out**

**7.1** During the summer of each Fiscal Year, DPP will publish guidance on the Fiscal Year Roll Over process, including the close out of requisitions and purchase orders.

**7.2** Throughout the Fiscal Year, User Agencies must monitor the open (i.e. “Sent”) and in progress POs for their department. User Agencies must contact DPP to close or cancel any POs that are no longer needed. User Agencies should conduct this process on a monthly basis.

**7.3** When liquidating Purchase Orders, User Agencies must utilize the policies and procedures issued by the Department of Finance.

## **8.0 Glossary of Terms**

**Executive Branch Agency/User Agency(ies)**: One of the executive branch departments, offices, boards, institutions, and other agencies of the Government of the United States Virgin Islands with the exception of the judicial and legislative branches of the GVI. Also referred to as a User Agency.

**Funding Source**: Written documentation that funding is available for the acquisition of goods or services; examples include grant awards and funding letters from the Virgin Islands Office of Management and Budget or Virgin Islands Public Finance Authority. *See DPP’s Procurement Manual (Rev. 06/02/2026), Section 8.2 (Proof of Funding/Funding Source)*

**Government**: The Government of the United States Virgin Islands (GVI).

**Master Blanket Purchase Order (MBPO)**: A written contract, including Supply and Task Order Contracts, approved by the Commissioner of the Department of Property and Procurement, or the Governor of the United States Virgin Islands for Construction and Professional Services Contracts valued at more than \$1,000,000.00, to allow repetitive purchases with a vendor.

**Open Market:** Purchasing goods and supplies or contracting for services under an exception in title 31, Virgin Islands Code, Chapter 23, Section 239, rather than using the formal competitive bidding requirements in title 31, Virgin Islands Code, Chapter 23, Section 236.

**Open Market Purchase Order (OMPO):** A written authorization, approved by the Commissioner of the Department of Property and Procurement, for the one-time procurement of goods and services that are not already on a contract/MBPO. An OMPO encumbers and specifically sets aside funds for the acquisition of a particular set of goods or services, in the amount required to satisfy said acquisition, via an integration with the Government's ERP. *See DPP's Procurement Manual (Rev. 06/02/2026), Section 7 (Requisitions and Purchase Orders)*

**Open Market Requisition (Formal):** A request for items not contained on a contract/MBPO. These requests convert to formal bid solicitations based on statutory thresholds, requirements for full and open competition based on the needs of the User Agency or funding source, and purchases that demand the highest level of formality based on technicality and complexity. DPP manages all formal solicitations in accordance with Title 31, Sections 235 and 236 of the Virgin Islands Code.

**Open Market Requisition (Informal):** A request for items not contained on a contract/MBPO. These requests convert to informal bid solicitations based on the relevant subsections of Title 31, Section 239(a) of the Virgin Islands Code.

**Reimbursement:** A reimbursement is payment made to an employee or individual for business-related, out-of-pocket expenses.

**Release Purchase Order:** A written authorization for the purchase of goods and services that are on a contract/MBPO. A Release Purchase Order encumbers and specifically sets aside funds for the acquisition of a particular set of goods or services, in the amount required to satisfy said acquisition, via an integration with the Government's ERP.

**Release Requisition:** A request to purchase items from a contract/MBPO. These requests convert to a Release Purchase Order.

**Request for Payment Authorization (RPA) Purchase Order:** A written authorization, approved by the Commissioner of the Department of Property and Procurement, for the one-time procurement of goods and services that were not included on a contract/MBPO nor requested and solicited in accordance with the procurement laws, rules and regulations, or policies and procedures of the Government. RPA Purchase Orders are also used for non-procurement related purchases/payments.

**Request for Payment Authorization (RPA) Requisition:** A request for payment authorization. This allows an already made purchase to be entered into the system and accounted for. This also allows for payments that are not procurement-related, but are better served being processed by a purchase order as opposed to the straight payment process in the ERP through the Department of Finance. These requests convert to an RPA Purchase Order.

**Requisition:** A request to purchase a good or service, or request to pay a non-procurement related or non-standard obligation (e.g., miscellaneous disbursement vouchers for union contracts, ad placements for formal solicitations, etc.). *See DPP's Procurement Manual (Rev. 06/02/2026), Section 7 (Requisitions and Purchase Orders)*

## **9.0 Sources**

Chapter 23 of the Virgin Islands Code  
Chapter 23 of the Virgin Islands Rules and Regulations  
DPP's Procurement Manual (Rev. 06/02/2026)  
GVIBuy User Manual (Located in GVIBuy on the Help Icon)

## **10.0 Acronyms**

ERP: Tyler Munis Enterprise Resource Planning  
MBPO: Master Blanket Purchase Order  
NIGP: National Institute of Governmental Purchasing  
OPCMR: DPP's Office of Procurement, Contract Management, and Reporting  
OMPO: Open Market Purchase Order  
RPA: Request for Payment Authorization  
UA: User Agency