

Virginia Military Institute Procurement Post

Smith Hall - Finance Administration and Support

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eVA IS CHANGING!

VERY IMPORTANT DATES YOU NEED TO KNOW

New eVA platform online January 3, 2022

ALL Purchase Orders **MUST** be in *ordered* status in eVA by **December 15, 2021**

ALL Quick Quote Solicitations **MUST** be awarded by **December 15, 2021**

Be ready! [Visit the eVA Transition Newsroom](#)

Have You Started Your NEW PLATFORM TRAINING?



START LEARNING NOW!



[Buyer User Group \(eva.virginia.gov\)](http://eva.virginia.gov)

Next eVA BUG Meeting

Thursday

December 9, 2021 @ 10am

Sign Up Today!



WORKS SPCC Transaction Reconciliation:
December 16, 2021: November–December Billing
All WORKS transactions and flags are to be signed off by you **AND** your supervisor by the deadlines.





Common Procurement Transaction Type Field Descriptions:

10- Equipment - Non-Technology

Items would typically include furniture, vehicles, machinery and other similar types of large objects.

15- Equipment – Technology

Items would typically include computers and computer components, tablets. (Consult VMI IT department if you need more information).

20 - Supplies – Non-Technology

Supplies would typically include books, lab and office supplies, hardware and printer supplies.

25 - Supplies – Technology

Supplies would typically include software, replacement parts and components, peripherals parts for computing (keyboards, mice, monitors, etc.)

30 - Non-Professional Services – Non-Technology

Services would typically include speakers, consultants, entertainers, maintenance agreements, grounds maintenance, banking, advertising, hauling/moving/transportation, electricians, painters, carpenters (occupations not listed in professional services).

35- Non-Professional Services – Technology

Services would typically include IT maintenance agreements, IT providers, wiring/cabling installation contractors, technology consultants.

40- Professional Services

As defined in the Code of Virginia: Accountants, architects, land surveyors, attorneys, medical practitioners (physicians, optometrists, pharmacists, dentists, therapists) and professional engineers.

45- Printing

Services would typically include printing of brochures, business cards, newsletters and posters, et al.

