

VIRGINIA MILITARY INSTITUTE PROCUREMENT SERVICES



Q&As for Purchase Orders

- How to Process a Change Order in eVA?

Select the Purchase Order #, select Change Order at the top of the order. From the drop down menu, choose the change YOU need to make. Be descriptive on those changes and submit for approval.

- What about freight or shipping?

Shipping charges are a separate line item. Select Product Type as shipping/freight and use commodity number 96286. You should always have an estimate from the vendor. Would you order something at home and not be concerned about the cost to ship?

- What attachments are required?

The completed contracts, quotes, and/or approved pdf artwork should be attached to your requisitions before submitting for approval.

- What do I put in the comment boxes?

- Internal Comments: information visible to VMI approvers/users (quotes, estimates)
- Supplier Comments: information visible to the supplier to complete your order (quote numbers, estimates, billing, shipping information/directions, first quarter billing terms)

For additional resources or questions, reach out to Procurement Services! We are happy to assist with all questions!

eVA Buyer User Group



Register for the
Wednesday
Feb 15, 2023
BUG Meeting
eva.virginia.gov

Is This REQUISITION Ready To Process?

Requisition Package to Include:

- Current Quote
 - Applicable Contract # (if VMI or External Contract if not VMI)
 - Complete 16 digit GL #
 - Signature Approvals
 - For logo & branding purchases
 - Approval from Communications & Marketing
 - For software purchases
 - APR Approval from IT
 - Software approval from Procurement Services
 - For Sole Source Purchases
 - Approved Sole Source Justification Form
 - For Used Equipment Purchases
 - Approved Justification form
- See definitions of Sole Source and Used Equipment Purchases

Stay in the know! Visit the [eVA Transition Newsroom](#)

VIRGINIA MILITARY INSTITUTE ACCOUNTS PAYABLE



Travel FAQs:

- Where are the travel forms?

Remove any previous copies from your desktop. *Travel Forms* are housed in the VMI Portal and include the Travel Authorization (TA), Lodging Exception (LE), Meal Exception (ME), and the Travel Reimbursement (TERV).

- Other forms you can find in the VMI Portal are:

- Trip Calculator
- Travel Reimbursement Continuation form
- Directions for filling out the Travel Reimbursement Form
- VMI Policies and Procedures handbook
- Per Diem Rates (meal and lodging) – link to the GSA.GOV website

- IRS Mileage Rate Increase

The IRS mileage rate increased to \$.655 on January 1, 2023. The fleet rate remains the same at \$.246.

- Claiming the Higher IRS Mileage Rate (VAPP 40510: Personal Vehicle Use)

Reimbursement at the higher IRS rate for use of a personal vehicle will be used if it is determined to be the most economical and/or in the best interest of the Institute.

To seek reimbursement at the higher IRS rate, attach the following documentation to the Travel Reimbursement Form (TERV).

- State car, including Enterprise Rental, availability printout that shows that a state car is not available or Enterprise Rental is higher.
- Trip Calculator that shows the personal mileage rate is the most economical means of travel.

The lower fleet rate of \$.246 will be used for all other personal vehicle mileage.

Is This RECEIVER Ready To Submit?

Be Sure to Include:

- The eVA Purchase Order (PO)/Purchase Card Order (PCO) order
 - If PCO, Receiver for Disbursement of Payment is not needed
- If over \$2000
 - Attach Purchase Order (PO)/Blanket Order (BO)
- Invoice #
- Date Invoice Received
 - Attach date stamped invoice
- Date Goods Received
 - Confirm all invoiced goods have been received
- Department
- Special Instructions
 - Any special terms, payment information, late submittal justification, supporting comments
- Vendor Name
- State or Local
 - Funds used to pay invoice
- GL Account # (match REQUISITION)
 - Ensure correct GL fund account is selected by choosing cost center and object code
- Attachments
 - Travel Authorizations (if travel related), emails and any other supporting documentation

ACCOUNTS PAYABLE