

VIRGINIA MILITARY INSTITUTE PROCUREMENT SERVICES



Welcome to 2023

We have been busy using the new eVA platform since early November 2022. With so many changes, we thought this may be a good place to answer some FAQ'S:

- Is it a PO, PCO, an EP or what?

New eVA will identify orders with a PO for Purchase Order or PCO for Purchase Card Order. EP is now only used in the reference search to locate older purchase orders.

- Where do we note the contract number?

*Once locating the current contract number on the Procurement Services webpage at vmi.edu, note the number on each line item under **INTERNAL ADDITIONAL DETAILS** on the External Contract Number line.*

- Why was my order rejected?

*To find the reason your order may need revision, launch the REQ, access WORKFLOW, open **PREVIOUS APPROVALS & REFUSAL**, select the comment bubble, follow instructions; and resubmit.*

- What's the status of my order?

DRAFT – not yet submitted

IN PROGRESS – submitted, awaiting approval

ORDERED - complete

We are all in this together, so keep those questions coming! If you discover something new in eVA, let us know so that we can share with others!

eVA Buyer User Group



Register for the
January 18, 2023
Meeting.

SWaM Spotlight

Encompass Supply

a Grainger partner

Facilities Maintenance, Repair,
Operations and Industrial Supplies

eVA Supplier: SUP034366

VASCUPP Contract #UVA-AGR-473

LDA Creations

Fine custom promotional products

eVA Supplier: SUP081036

VASCUPP Contract #UCPJMU5261

O's Ark Custom Apparel

Silk Screened Shirts, Jackets, Hats

eVA Supplier: SUP132387

Local Vendor

eva.virginia.gov

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VIRGINIA MILITARY INSTITUTE ACCOUNTS PAYABLE



Accounts Payable FAQ's:

- Why must Receivers be submitted within 3-5 days of receiving good/services and the invoice?

Submitting the Receiver in etrieve is the beginning of the payment process. One or more approvals are needed, AP may request other supporting documents, and vendor information may need to be updated. All must occur in time to insure payment in accordance with Commonwealth of Virginia Prompt Pay Act.

- Why is it important to date stamp invoices?

This is a Commonwealth of Virginia policy and subject to audit. CAPP-Cardinal Topic #20315, Payment Due Date

- What are the SPCC reconciliation deadlines?

All transactions should be signed off weekly. The monthly signoff deadline is the 21st of each month, except for Nov, Dec and June, which is the 16th of the month.

- Should I pay with SPCC or submit a Receiver?

VMI/State policy stipulates that we will pay up to 4% credit card convenience fee with a maximum of \$70. It is more cost effective to use the SPCC than it is to process a check.

CAPP-Cardinal Topic #20355, Interchange Settlement (Checkout Fee)

SPCC's are typically used to pay invoices up to \$5000. Receivers are used to pay invoices that cannot be paid by the SPCC.

January 1, 2023

Standard
Mileage Rate

\$0.655 per mile

Meet Your Accounts Payable Team

Accounts Payable handles all disbursements, state and local, made on behalf of the Institute, including the Visa SPCC and travel charge cards.

Travel Authorizations and reimbursements are also handled and disbursed through Accounts Payable.



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A RECEIVER is a Request for Disbursement. Make sure an SPCC hasn't been used for payment BEFORE you submit the RECEIVER.