

Virginia Military Institute Procurement Post

Smith Hall - Finance Administration and Support Vol 1, No 3, Sept 2021



You are Invited to Attend

CONNECT
a virtual **SWaMfest** event

HAVE YOU REGISTERED YET?

OCT 13, 2021
9:00 AM - 5:00 PM

REGISTER FOR THE EVENT
aap.events/swamfestconnect

[CLICK HERE FOR YOUR \\$39 TICKETS](#)

Look What You Did in FY21!

VMI was one of the **TOP 5 VASCUPP SWaM** spenders
We met our 42% goal and landed firmly above it at **44.5%**
And spent over **\$28 million** with **SMALL, WOMAN-OWNED**
or **MINORITY-OWNED** businesses

Now that's something to be proud of!

Executive Order 77

Plastics Reduction Effort Leads to Postwide Changes

Click [HERE](#) for more information

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

Next eVA BUG Meeting
October 14, 2021 @ 10am

Sign Up Today!



When It's Time to Place an Order

❖
Make sure you are using eVA registered, SWaM certified vendors

❖
Check for VASCUPP Cooperative Contracts to use

❖
If the amount is \$2000+, prepare a REQUISITION

- Fill out the requisition completely, including the entire GL account number
- Attach supporting documents, including IT approvals, software approvals and quotes
- Secure signature approval
- Forward to Procurement Services for processing

❖ Invoices go to Payables

- PCO means vendor will take a purchase card for payment
- EP requires a check payment