

Virginia Military Institute Procurement Post

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A NEW eVA is launching December 2021

How to Prepare:

- **Join eVA BUG (Buyer User Group)**
- **Log on often to the eVA.virginia.gov Transition Newsroom**
- **Contact Procurement Services**



Procurement Services wants to chat

Over the next several summer weeks, Tracey from Procurement Services will be reaching out to VMI's Administrative Assistants to check in, provide updates and offer reminders of things we forgot we already knew.

Chat with you Soon!

Need to order business cards or stationery?

- Request PDF artwork from Communications and Marketing
- Create eVA order using *Add Non-Catalog Item* and *PO Category is X02 Exempt from Fees*
- Use Purchase Card - when order total is less than \$2,000
- Attach a PDF of the item(s) and check *Visible to Supplier*
- Email copies of PDF and eVA order to vendor

Contact Procurement Services for vendor contacts and current price lists

VA's Buyer Information Center

Made up of fellow eVA users who want to stay in the know and/or contribute their ideas and needs to the eVA Team

Sign Up Today!

Next eVA BUG Meeting
July 15, 2021 @ 10am



UPDATED eVA EXEMPT INFORMATION

Transparency mandates the use of eVA for purchases, including those exempt from eVA fees. When placing an advertisement of any type, including employment ads:

- Verify the vendor is SELF-REGISTERED in eVA
- Follow single transaction and purchase dollar limit guidelines
- Create a confirming order in eVA, using PO Category X02
- Place order with vendor, via vendor preferred method

Contact the Dean's Office or Procurement Services for a complete list of exemptions