

Virginia Military Institute Procurement Post

Smith Hall - Finance Administration and Support

Vol 1, No 6, Feb 2022



Procurement Documents on [MyVMI Portal](#)

- ❖ Sales Tax Exempt form
- ❖ VMI W9
- ❖ Speaker Contract Request form
- ❖ Small Purchase Credit Card Request form
- ❖ SPCC Employee Agreement
- ❖ Group Travel Card Employee Agreement
- ❖ Sole Source Justification form

Important Dates:

**New eVA platform Go-Live
Date: May 2, 2022**

*Plan ahead for Year End
purchases to avoid complications*

**VASCUPP Buyers Conference
March 22-23, 2022**

*Contact Procurement Services for
more information*

New information at vmi.edu/procurement_services

- ❖ VCE Standard Product Price Sheet
- ❖ VCE Business Card Rate Sheet
- ❖ Speaker Contract Request form
- ❖ eVA Exemptions & Exclusions
- ❖ VASCUPP.org website link
- ❖ SBSB link website link
- ❖ BOA Works login link

MARK YOUR CALENDARS

NEW Procurement Chat Sessions

April 18-22, 2022

1:30pm – 3pm

Scott Shipp Hall * 1st Floor * Room 164

Updates to procedures * New information * Discussion

MANDATORY ATTENDANCE FOR CONTINUED P-Card ACCESS

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

Next eVA BUG Meeting

Thursday

February 10, 2022 @ 10am

Sign Up Today!



eVA Order Reminders:

- ❖ eVA orders TITLE - Assign a title that is concise, informative and appropriate for public view
Ex: *CURRENT TITLE: Nuts, screws and bolts to fix machine in Room 314*
NEW TITLE: Hardware for Smith Hall Ice Machine
- ❖ Add Contract Numbers each time they apply
- ❖ Editing an order? Remember to note COMMENTS and make VISIBLE TO SUPPLIER: REASON FOR CHANGE ORDER: *(Brief description of reason for change)*

Have You Started Your NEW PLATFORM TRAINING?



START LEARNING NOW!

