



**Procedures for Ordering IT Goods  
and Services by Non-exempt  
Institutions of Higher Education**

**Effective July 2020**

## General Instructions

1. For Non-Exempt Institutions of Higher Education, VITA retains its statutorily mandated authority for IT procurements exceeding the agency's delegated procurement limit (currently \$250,000).
2. IT goods and services as related to these instructions are defined by the list provided at the following site:  
<http://www.vita.virginia.gov/media/vitavirginiagov/supply-chain/pdf/NIGP-code-updates-eff-July-2017.pdf>
3. ALL orders for IT goods and services exceeding \$250,000 should be placed through eVA.
4. Changes that have occurred in eVA include:
  - A list of PO Category codes (V codes) has been added to your agencies' eVA Field data by DGS.
  - These codes are accessed under the PO Category tab at the eVA Requisition Header.
  - All IT purchase requests, exceeding \$250,000, must contain a V Code in the PO Category field to ensure appropriate approvals. (*Note: The entry of the V Code will route the request to VITA for review/approval.*)
  - The V PO Category must be entered for *all* IT items on the list identified in Section 2 above; not just the in scope items.
  - There is a \$0 delegation for Cloud Services, (Software as a Service ("SaaS"), Platform as a Service ("PaaS"), Infrastructure as a Service ("IaaS") and anything as a service or ("XaaS"). All orders for cloud services require approval through the VITA Enterprise Cloud Oversight Service (ECOS) division.
  - Procurements requiring CIO approval should have the appropriate documents attached to the requisition (e.g., PGR, sole source, use of cooperative contract). (*Note: ALL procurements against cooperative contracts require prior CIO approval regardless of the dollar value.*)