



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

July 2011

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 \$100,000).
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/>

Click "Supply Chain Management"

Click "How to Place an Order"

Click "VITA's IT Goods and Services List (Infrastructure/Non-infrastructure)"

3. Changes that will occur include:

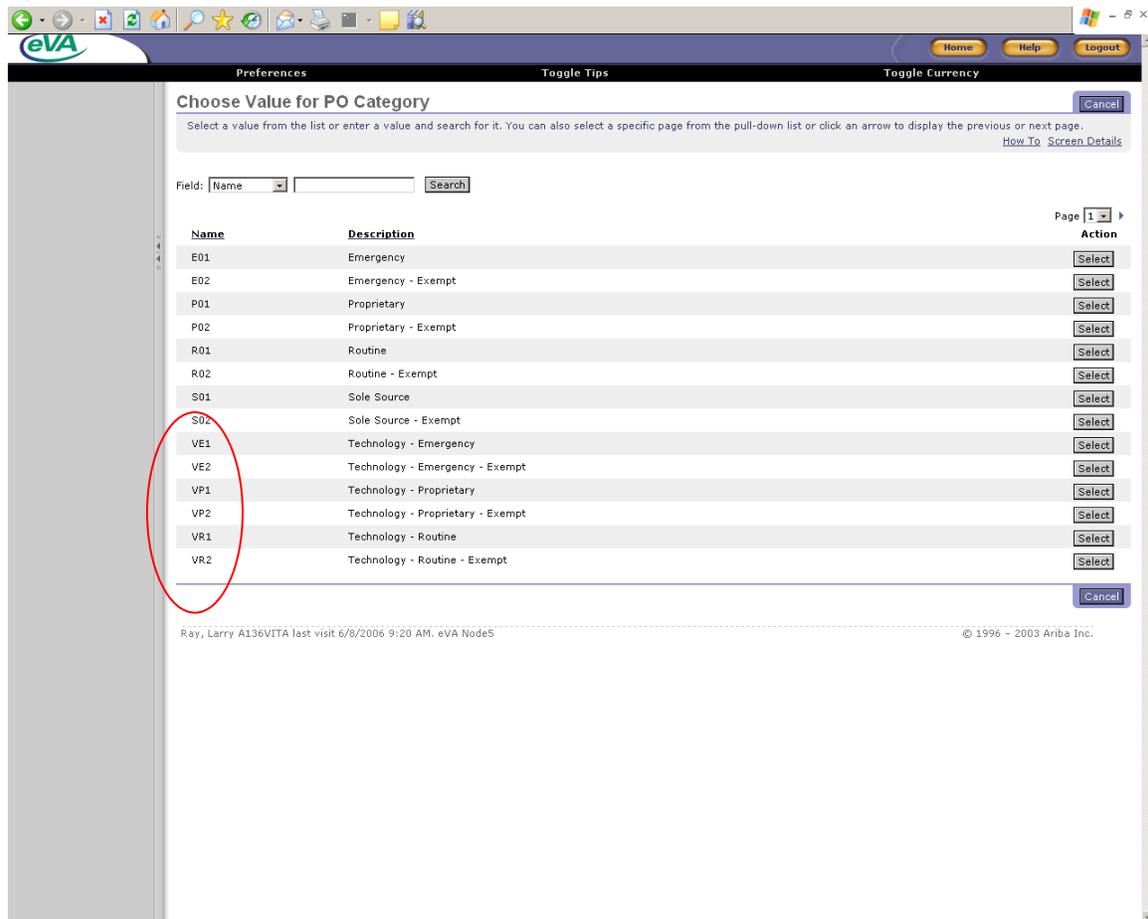
- A new list of PO Category codes will be added to your agencies eVA Field data by DGS.
- These codes will be accessed under the PO Category tab at the eVA Requisition Header (See Below).
- All IT purchase requests, without regard to dollar value, must contain a V Code in the PO Category field to ensure appropriate approvals. The entry of the V Code will only route the request to VITA if the request is greater than the agency delegated procurement authority (\$100,000).
- 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.
- Procurements requiring CIO approval should have the appropriate documents attached to the requisition (e.g., APR, sole source, use of cooperative contract).

The screenshot shows the 'Add Title' screen in the eVA system. The page title is 'PR1429310: A731STCC Infrastructure Order Test'. The 'Add Title' section contains the following fields:

- Title: A731STCC Infrastructure Order Test
- On Behalf Of: GilBuyer, Sandra
- Agency Code: 731 [select]
- Fiscal Year: 2006 [select]
- PO Category: VR1 [select] (This field is circled in red)
- DOC Reference Number: [text box]
- Contact Name: [text box]
- Send ALL Items to eProcurement:
- Pre-Encumbrance Number: [text box]

Navigation buttons 'Next' and 'Exit' are visible at the bottom right of the form area. The footer indicates 'GilBuyer, Sandra last visit 6/5/2006 2:13 PM: eVA Node6' and '© 1996 - 2003 Ariba Inc.'

- At the "Add Title" Screen, click on



- Select the appropriate “Vxx” PO Category. This will only insert VITA approval if the transaction is above the agencies delegated procurement authority (\$100,000) for IT Goods and Services. However, the code must be entered for all IT Goods and Services as defined by item 1 above.

VE1	Technology - Emergency
VE2	Technology - Emergency - Exempt
VP1	Technology - Proprietary
VP2	Technology - Proprietary - Exempt
VR1	Technology - Routine
VR2	Technology - Routine - Exempt
VS1	Technology - Sole Source
VS2	Technology - Sole Source - Exempt