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)"
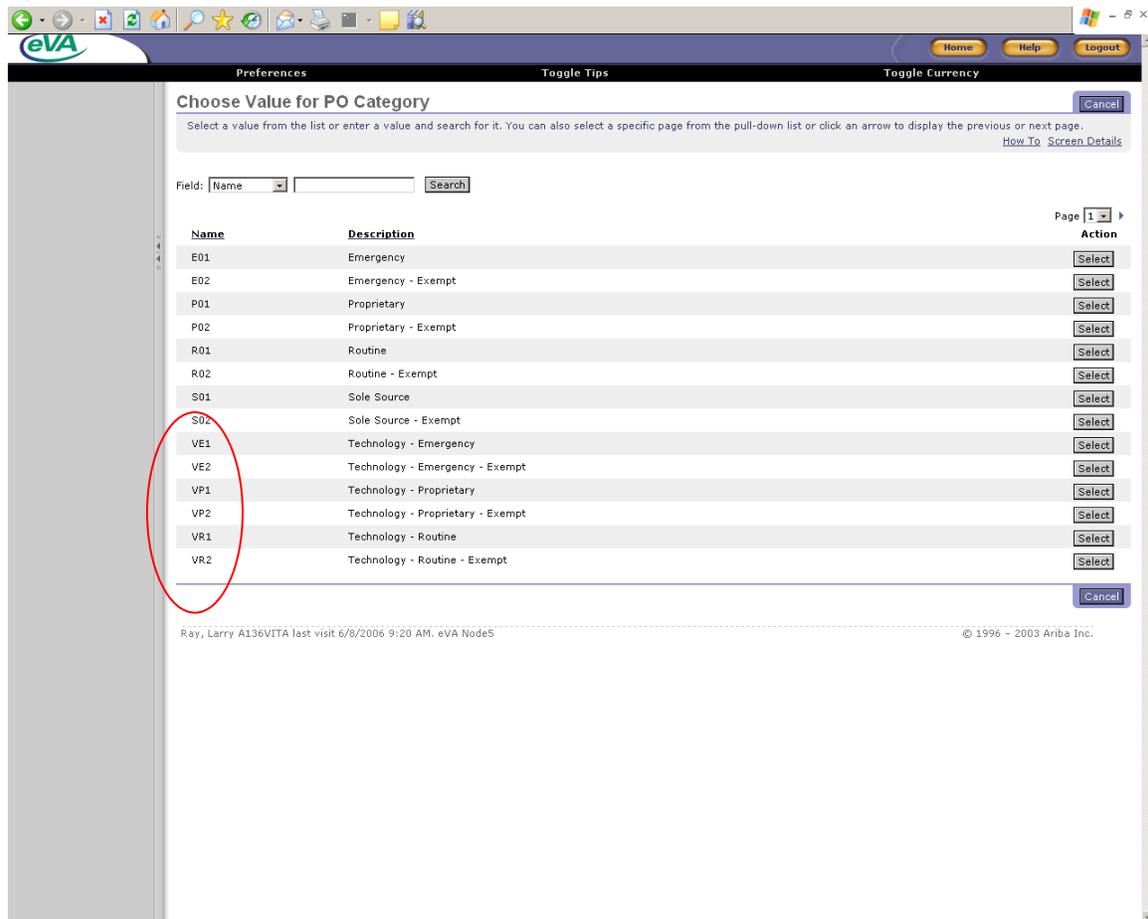
3. Changes that will occur include:

   - 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).

   - 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