



COMMONWEALTH of VIRGINIA

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To: Agency Computer Services Billing Contacts

From: David S. Boykin
VITA Billing Manager

Subject: Year-end Billing for Computer Services

As we have in past years, VITA plans to issue the June Computer Services bill in mid July. Several agencies have expressed an interest in paying this bill using FY 2006 funds. If you would like to pay an estimated amount in June for this service, you may do so by following the process listed below.

State agencies: please use transaction code 140; agency 136; fund 0600; revenue source code 03007. In the invoice number field, please put 'C' followed by your customer number. For instance, customer 0136000 should put invoice number C0136000.

For other customers and state agencies that pay by check or EDI, please identify your payment using this same convention for the invoice number listed above.

Please be aware that you will still receive a normal June bill in July. It will not show any advance payment that you may have made. Therefore, you will need to reduce your actual payment by any amounts paid in June.

If you have any questions, please contact the VITA Billing Office at (804) 225-4311 or billing@vita.virginia.gov.