



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

Effective July 2017

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:
[https://www.vita.virginia.gov/media/vitavirginiagov/supply-chain/pdf/IT Goods Services Commodity Codes.pdf](https://www.vita.virginia.gov/media/vitavirginiagov/supply-chain/pdf/IT_Goods_Services_Commodity_Codes.pdf)
3. ALL orders for IT goods and services exceeding \$100,000 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 \$100,000, 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.
 - Procurements requiring CIO approval should have the appropriate documents attached to the requisition (e.g., APR, sole source, use of cooperative contract). (*Note: ALL procurements against cooperative contracts require prior CIO approval regardless of the dollar value.*)