



# COMMONWEALTH of VIRGINIA

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**TO:** Finance Directors  
Procurement Officers  
Agency IT Resources

**RE:** Year End Purchases

As in the past, we want to remind you that if you want purchases made through VITA to be included in your agency's FY15 charges, items must be processed, ordered, received in eVA and billed by the supplier no later than May 29. All procurements meeting these requirements will be billed to you by June 12. To help us meet these deadlines, we are asking that requisitions be placed in eVA before April 1. I strongly encourage you to place orders as early as possible. Requisitions received after April 1 or those submitted without sufficient information to be processed should be expected to be paid with FY16 funds.

In cases where there are no physical items to receive (e.g. maintenance, software licenses, etc), your agency can receive in eVA as soon as the order is released to the supplier. For tangible items, please receive in eVA upon receipt of the goods or services. This ensures that payment is made promptly upon receipt of the invoice.

Thank you for your cooperation.

Phil Pippert  
Director, SCM  
Virginia Information Technologies Agency

**CC:** VITA Customer Account Managers