

VIRGINIA MILITARY INSTITUTE PROCUREMENT SERVICES



Good things are coming

Procurement Services will host a Teams meeting to learn how to run reports in eVA to locate suppliers. An invitation will be sent to attend. As time permits, different topics will be offered that will be helpful to you. If you have suggestions for things you would like us to address, email procurement@vmi.edu.

Q&As for Purchase Orders

- **Where do I submit my requisition?**

Always submit signed and approved requisitions to the Procurement email box procurement@vmi.edu.

- **How do I pay for my PCO order?**

Once the goods have been delivered or the service has been performed, an invoice should be received. You can then pay for the goods or services by calling with your PCARD or ensure that the vendor is/was able to pull the information from eVA to pay for the service or goods. Always check BofA Works to see if the vendor has charged your card.

- **Where can I find VMI contracts, procurement policies, links to helpful resources?**

For all your procurement needs, visit the Procurement & Accounts Payable [page](#) on the VMI.edu website.

- **When is a contract required for speakers or visitors?**

ALWAYS! We create contracts to cover the scope of work, accommodations, and/or reimbursements for guests that come to Post. Whether there is a **fee charged**, travel expenses covered, or an honorarium being presented, all require a fully signed contract in place two weeks before the visit of the guest. Reference [General Order 79](#).

- **NOTE:**

- VMI Faculty and Staff are not permitted to use state contracts or pricing for personal gain. Reference [General Order 46, Section 10](#).

eVA Buyer User Group



Save the Date!
Next BUG
Meeting
MAY 16th
eva.virginia.gov

Interested in
finding a SWAM
vendor?

Try this [report](#) in eVA
to look some up!



[eVA Buyer Training](#)