



COMMONWEALTH of VIRGINIA

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March 1, 2013

TO: Finance Directors
Procurement Officers
Agency IT Resources

FROM: Phil Pippert

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 FY13 charges, items must be processed, ordered, received in eVA and billed by the supplier no later than May 31. All procurements meeting these requirements will be billed to you by June 14. 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 FY14 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.

CC: VITA Customer Account Managers