CHRISTOPHER NEWPORT UNIVERSITY
PROCUREMENT SERVICES

Official Memorandum

To: Christopher Newport University's eVA Accountholders and Approvers

From: Danielle Henley, Director of Procurement Services

CC: Diane Reed, Comptroller; Nicole Hunter, Associate Comptroller; Erin Gray, Accounts Payable and General Accounting Manager

Date: November 16, 2026

Subject: Mandatory eVA Receiving effective November 16, 2026

Starting November 16, 2026, a receipt must be processed in eVA for all submitted purchase orders within three (3) working days of the delivery of goods and/or services. This standard is required under the Agency Procurement and Surplus Property Manual (APSPM) for all agencies and institutions of the Commonwealth of Virginia utilizing the eVA e-Procurement system.

Beyond meeting this Commonwealth requirement, it will also create time savings. The Office of Procurement Services has partnered with the Business Office to minimize extra follow-ups. Now, simply creating a receipt in eVA allows the Business Office to automatically verify delivery dates and proceed with payment — saving your team time by reducing manual receiving inquiries.

To ensure a complete record for this current fiscal year, accountholders will need to submit receipts in eVA for all purchase orders delivered on or after **July 1, 2026**. Because we recognize this catch-up process takes time and effort, we have established an extended window: please complete receiving for any orders delivered between **July 1, 2026, and November 15, 2026**, by **December 18, 2026**. To help your department stay on top of these requirements, the Office of Procurement Services will track university-wide receiving compliance and send timely reports highlighting which purchase orders still need attention.

To support teams through this change, a step-by-step guide is available, detailing how to create a receipt for full delivery, partial delivery, creating a return, etc. **Click here to view the guide.**

Thank you for your cooperation! If there are any questions or concerns, please contact the Office of Procurement Services at procurement@cnu.edu.