

**DATE:** 03/18/2020

**SUBJECT:** 24 Hour Hold on All Non-Essential New PO's

Dear Faculty and Staff,

As Procurement Services looks to address actions that will best ensure your continued operation under emergency conditions as identified in emails earlier today from the Office of the President, and the Office of the VP for Research, you are asked to hold all non-essential new POs from going out through RealSource for 24 hours, except emergency orders, until we can provide vendors with updated delivery instructions.

If you have any questions, please contact the RealSource HelpDesk via email at [realsource@vcu.edu](mailto:realsource@vcu.edu) or by phone at 8-1077, Option 6.

Thank you.

Mark Roberts

Director Procurement Services