



John Hickerson,
Educational
Foundations &
Leadership

Thank you to all the participants of the PS Customer Service Luncheon.



Grand Prize
Winners!



Denise McNeil,
Leadership &
Student
Involvement



Set Sale



Tuesday, Dec. 5th (open to current ODU students, faculty, staff, students, and the general public; cash only).

Time: 11:30 a.m. - 2:30 p.m. or until last item is sold, whichever occurs first.

Where: Property Control Warehouse, Facility Management Building, 4401 Powhatan Avenue

Items to be offered:

- Dell Desktop Computers (majority have Windows 7 Operating System installed)
- Lenovo Desktop Computers (majority have Windows XP or Windows Vista Operating Systems installed)
- Flat Panel Computer Monitors (Dell, Gateway, and Lenovo brands)
- Wireless Desktop Laser Printers (HP LaserJet Pro printers; includes power cord ONLY)

*****We will also be offering Lady Monarch Basketball Mini Monarchs Apparel (in Youth Sizes), along with Lady Monarchs "Nike" Logo Basketballs.**



Printing

- **All** print requests must go through eVA. Please include the following in your request:
 - Budgeted amount
 - Printing Specifications & Bid Form
 - Artwork approved by Publications
- **Christmas/Holiday Cards:** To ensure delivery by the 15th, please submit your printing requests **now** for Christmas/Holiday cards through eVA. Printing process is located [here](#). Please contact [Nicole Martin](#) for more details.

eVA

- For easier processing, attach vendor quotes to your requisitions and make it visible to the supplier.
- Sub account codes in eVA should be determined by **unit price of line item**.
- With all purchase requisitions, please ensure you are using the correct contract number. List of all contracts are found [here](#).
- When creating a PR for an undetermined vendor, check the **Quick Quote box** in your PR and then under Supplier category, select **Vendor to Be Determined**.

PCard

- Uploading of receipts will become **mandatory** with the January cycle. Our [PCard Page](#) has a guide to help you.
- **Locked out of Works?** Wait **30 minutes**, and then click on the **Forgot Password** link. (During password resets, always use all caps for the username.)

Procurement Services saved the University \$863,916.87 for FY18 YTD.