**UPCOMING TRAINING:**
eVA and PCard Open Lab Training  
February 13, 2019  
11:30 am to 12:30 pm  
BAL 1013A  
Please bring examples, questions, and log-in information and we will be happy to help with any questions you may have on your accounts.

**Computer Set Sale**  
Tuesday, March 5th (Students Only) from 12:30PM – 3PM  
Wednesday, March 6th (Public) from 12:30PM – 3PM  
- **Location:** Property Control Warehouse, Facilities Management Bldg. (4401 Powhatan Avenue)  
- **Parking:** Lot 43

**ETF Reminders**
**ETF Deadline:** All FY19 requisitions shall be received in Procurement Services by March 8, 2019. Additionally, all ETF items must be received and invoiced no later than June 21, 2019.
**ETF Apple Items:** Apple Items must be purchased from the University Bookstore with an eVA Purchase Order.
**Dell Orders:** Please remember to place Dell Orders using the [Computer Purchasing Guide](#).
*For more ETF information, please visit ODU’s ETF website [here](#).*

**PCard Reminders**
**PCard Transactions:** Please remember that Cardholders are responsible for including descriptive Comments for each transaction noting the purpose and detail of the transactions.
**PCard Receipts:** Please make sure that you upload all supporting documentation for each transaction.

**Staples Promotional Products**
New Contacts for Staples Promotion Products! Please see below our new Staples Promo representatives.

- **Amy Moritz**  
  Amy.Moritz@Staples.com
- **Corrie Langsner**  
  corrie.langsner@staples.com

[Odu.edu](#)  
[odu.edu/procurement](#)
Please welcome **Dee Dee Williams** to Procurement Services in her new role as Administrative Support. She will serve as the first point of contact and help desk for Procurement Services.

Congratulations to **Laura Czerniak** for winning the chair raffle at our Staples/RGH Furniture Showroom Open House!