

Procurement Services Newsletter

February 2018

March is Purchasing Month!!!



Governor Northam has [proclaimed](#) March as Purchasing Month!
Weekly Procurement Quiz starting March 5th!



Respond with the correct answers to be entered into the drawing for weekly prizes

Reminders

- **ETF Funds:** Making Apple purchases from bookstore with ETF funds? Use [ETF Purchase Authorization form](#).
- **PCard:**
 - Please sign off on Reconciliation Reports for months with **no transactions**.
 - 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.)
- **eVA:**
 - Have a PR for an undetermined vendor? Check the **Quick Quote box** in your PR and then under Supplier category, select **Vendor to Be Determined**.

Coming Soon!!!

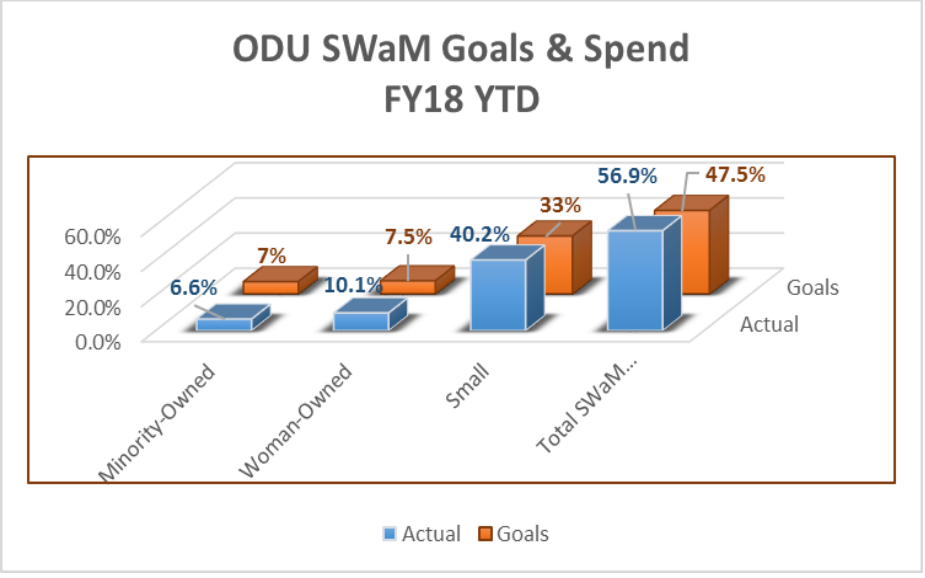
- **Training Session: Banner XE eReceiving, eVA and PCard Open Lab**
 - March 26th at 9:00am
 - Where: BAL 1012A
- **RGH/Staples Furniture Showroom Open House**
 - March 14, 2018 from 10:00am to 2:00pm
 - Where: Procurement Services Offices at 4401 Powhatan Avenue

BIKE SALE

Tuesday, March 20 and Wednesday, March 21, 2018 (open to current ODU students, faculty, staff, students, and the general public). **Cash only; exact change.** For more info, please contact the Property Control Office at 757-683-4810 or click [here](#).

CONGRATULATIONS!

To Heather Somervail, Janis Hall & Neil Cutler for their national certification! And to [Barbie Edwards](#) for her Customer Relations Employee of the Year nomination!



Procurement Services is fully committed to increasing the utilization of certified small, woman-owned & minority-owned firms. This chart demonstrates the University's actual SWaM spend in comparison with the goals. Please contact Procurement Services for assistance in locating SWaM vendors. For more information on SWaM, see our [SWaM Plan](#)

Procurement Services saved the University \$1,482,329 for FY18 YTD.