

## PROCUREMENT ANNOUNCEMENTS

### eVA & PCard Open Lab Training

September 26, 2018  
1:00pm to 3:00pm  
BAL 1013A

### Searching for Contract/SWAM Vendor in eVA:

To ensure that contracted and SWAM vendors are utilized for purchases, please employ the following resources:

- [ODU Contract Listing](#)
- [VASCUPP Contracts](#)
- [State Contracts](#)
- [SWaM Vendors](#)

"Vendor to Be Determined" will no longer be an option. If you need assistance locating a vendor, please contact us.

### Enterprise Rentals:

Having issues with placing a rental reservation over the phone? Did you know that you can make a local rental reservation online? Please click [here](#) for more information.

*\*You can also use the PA01 form as well as place a purchase order in eVA.*

## Congratulations to our 2018 ODU Graduates!



### PCard Year End Reminder

Transactions with a Post date between **June 15** and **June 30** will be charged to **FY18**. Sign off due date on these transactions is **July 5**.

Transactions posting **July 1** and after will be applied to **FY19**.

### eReceiving

eReceivers should be completed for eVA purchase orders **within 3 business days** of physically receiving goods or services.

The **Received Date** for the eReceiver should correspond with the date the goods or services were received.

For more information on the **eReceiving Procedures**, please click [here](#). To view our **eReceiving FAQs**, please click [here](#).

### Printing

Please be reminded all reprints require a new solicitation. Please review our **Printing Services Procedure** [here](#).



### FY18 Year-End Calendar

Questions about financial deadlines this Fiscal Year? Please view the **F18 Year-End Closing Calendar** [here](#).

### FY18 Year-End Open Encumbrances

Open encumbrances with balances less than \$500 will be automatically liquidated and closed on July 28, 2018.

Open encumbrances greater than \$500 will be encumbered in FY19.

Liquidation requests for FY18 encumbrances are due in Procurement Service **no later than June 30, 2018**. Please see **Liquidation Procedure** [here](#).

For questions, please contact Procurement Services at 683-3105 or at [procurement@odu.edu](mailto:procurement@odu.edu).

### New eVA Interface

Please be reminded that eVA will be upgrading to a brand new look with new features on May 18, 2018. For more information, please click [here](#).

### Coming Soon!!

Procurement Certification Training is scheduled to return this fall. Training dates will post soon on website.

### Recent Procurement Awards

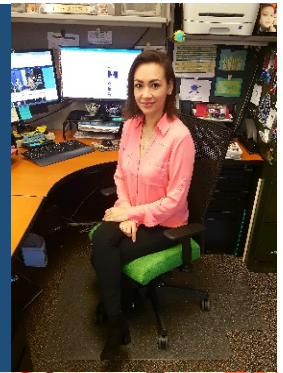
- ❖ Outstanding Agency Accreditation Achievement Award (OA4) by the National Institute of Governmental Purchasing
- ❖ Congrats to Neil Cutler on VA Association of Governmental Purchasing Certification Scholarship.

Procurement Services saved the University \$1,624,445 for FY18 YTD.

Special Thank You  
to everyone who  
participated in our  
**Bike Sale!**



Congratulations to  
Jennifer Broderick  
for winning the  
chair raffle at our  
Staples/RGH  
Furniture  
Showroom Open  
House!



Best wishes to our  
student worker,  
Jason Jennings, in  
his IT internship at  
Sentara! We are  
all proud of you!



## Congratulations to our March is Procurement Month Winners!

Thanks to everyone who  
stopped by our Staples/RGH  
Furniture Showroom Open  
House Event!



**Angela Luettel**  
Undergraduate  
Admissions



**Halldora Webster**  
The Center for  
Educational  
Partnerships



**Jay Hunemuller**  
Office of Finance

