

Thank you to all participants of the March Purchasing Month weekly Procurement Quiz.



Grand Prize
Winners

Left to right:
Christina Johnson
Robbin Love
Kriste Salamon

Vendor News

On March 24, 2017, Caliper, Inc. changed to CorTech, LLC. Any Purchase Orders to Caliper, Inc. in an open status as of March 25, 2017 must be changed to delete outstanding balances due after March 24th and closed; then a new PO should be issued to CorTech, LLC.

Staples Promotional Billing - to be sure furniture orders are produced and shipped for June invoicing the last day to submit new furniture orders will be June 9th.

CONTRACTOR FEEDBACK

Procurement Services is requesting your feedback on the University's campus wide contractors. A new campus wide contractor survey is located on the Procurement Services Contract page, or [here](#).

Staff Updates

Congratulations to Janis Hall and Felecia Samuel on their 2017 Gazelle Award nomination.

Congrats to Barbie Edwards on her new position as the Office Manager!

Congrats to Andrew Eskelund "AJ" on his nomination for Student of the Year!



eReceiving Reminder

Departmental receiving personnel should inspect goods/services received and generate the Banner eReceiving document within 3 working days after receipt of goods/services.

Purchase orders should be issued using an eVA registered vendor. If you need to use a non-eVA registered vendor, you should request that they register. If the refuse, please send their Commonwealth of Virginia Substitute W-9 to procurement@odu.edu.

PCard Reminder

All Pcard transactions with a purchase date of 6/30 and earlier will post to FY17. (Occasionally, vendors take a few days to process transactions, so be sure to allow a couple of days for anything to post in this fiscal year.)

For purchases made between 6/16 and 6/30, please verify that correct budget & subaccount codes are entered by 7/5 to ensure transactions post in Banner to the correct budget code.

The full FY2017 Year-End Closing Calendar is posted on the Finance website [here](#) if you'd like additional information.

We'll soon be transitioning to uploaded receipts in Works. If you'd like to get some practice before it's a requirement, check out our guide on our Pcard page [here](#).

eVA Reminder

Change Orders are modifications to the terms and conditions of a contract between the original contracting parties directing the contractor to make changes. Change Orders should only be done for change in cost and/or quantity. They should not be completed to correct budget codes.



Procurement Services saved the University \$3,609,635.87 for FY17YTD