

Set Sale



Tuesday, Oct. 3rd (open to current ODU students **ONLY**)

Wednesday, Oct. 4th (open to faculty, staff, students, and the general public).

Timeframe for both sale dates: 11:30 a.m. - 2:30 p.m. or until last item is sold, whichever occurs first.

Items to be offered:

- Apple MacBook Pro Computer
- Apple iMac Computers (some have OS X El Capitan Operating System installed)
- Apple Mac Pro Computers
- Dell Laptop Computers (some have Windows 7 Operating System installed)
- Gateway Laptop Computers (some have Windows XP Operating System installed)
- Dell Desktop Computers (huge majority have Windows 7 Operating System installed)
- Lenovo Desktop Computers (huge majority have Windows XP or Windows Vista Operating Systems installed) Flat Panel Computer Monitors (Dell, Gateway, and Lenovo brands)

***We will also be offering the Lady Monarchs "Nike" Basketball Apparel (sizes range from Small to 3XL, AND there are also Mini Monarch Shirts in Youth Sizes), along with Spalding, Wilson, and Lady Monarchs "Nike" Logo Basketballs.



Upcoming Trainings/Events

Customer Appreciation Luncheon

- **Tuesday, October 10th** from 11:00am - 1:00pm in the Hampton/Newport News Room.

eVA, eReceiving, & PCard Refresher Training

- **Wednesday, October 11th** in BAL Room 1013A from 9:00am - 10:30am.
- Bring any questions/issues you may want to work on with you. Please e-mail [Barbie Edwards](#) if you would like to attend a training.

Reminders

- Sub account codes in eVA should be determined by **unit price of line item**.
- Users must receive all goods/services in Banner within **3 Business Days** of receipt to remain in compliance.
- The optimal web browser for eVA & BOA Works (PCard) is **Google Chrome or Firefox**. Internet Explore does not work.

PCard

- **Coming Soon!** Ability to upload receipts & backup documentation. Demo provided at October 11th training. A guide is located [here](#).
- Task specific guides with screen shots [here](#).
- **Travel:** Guidelines for acceptable use of PCard for travel can be found in the [PCard Request for Travel Exception Form](#). Please refer to [PCard Policy & Procedure](#) for further details.

Printing

- For Print request less than \$500, the preferred order method will be to use the PCard or Small Purchase Form.
- Attach Printing Specifications and Bid Forms to your requisition. Please refer to [Printing Service Procedures](#) for more details.