

## PROCUREMENT ANNOUNCEMENTS

### PCard Reminder

Having issues with uploading receipts? Please see guide [here](#).  
How to Temporarily Delegating Approval Authority available [here](#).

PCard declined? See Guide [here](#).

Recreating the Reconciliation Report Guide is located [here](#).

### eVA Reminder

When creating a change order, please:

- Note the reason for change in the overall PO comments section.
- Do not change any vendor information.
- Do not delete any line items.
- Be mindful of the invoice tolerance before creating a change order for monetary reasons. See pg. 12 of [eVA & eReceiving Manual](#).

Change orders should only be processed to add a line item, change quantity, price or PO Category.

### Printing Reminder

Please be reminded all reprints require a new solicitation. For print requests less than \$500, the preferred order method will be to use the PCard or [Small Purchase Order Form](#).

## Procurement Certificate Training



### November 1, 2018

**Time:** 2pm – 4pm

**Where:** Chesapeake Room – Webb Center

### November 6, 2018

**Time:** 2pm – 4pm

**Where:** James River Room – Webb Center

### November 14, 2018

**Time:** 2pm – 4pm

**Where:** James River Room – Webb Center

[Click Here to RSVP](#)



### eVA & PCard Open Lab

**When:** September 26, 2018

**Time:** 1:00pm to 3:00pm

**Where:** BAL 1013A



Please bring examples, questions, and log-in information. We hope to see you there!

### Staples Promo & Furniture Open House

**When:** September 13, 2018

**Time:** 10:00am to 2:00pm

**Where:** Procurement Services

*Furniture can be purchased from RGH/Staples up to \$5,000. Furniture purchases greater than \$5,000 require a VCE Release. VCE Release Form can be found [here](#).*

### Computer Set Sale

*For Students Only*

October 16, 2018 Time: 12:30pm - 3:30pm

*Faculty, Staff, Students, and the General Public*

October 17, 2018 Time: 12:30pm - 3:30pm

Please join Procurement Services for our upcoming Set Sale!

### Bike Sale

November 6, 2018  
Procurement Services will be hosting a Bike Sale on Nov 6, 2018.

Additional information will be provided within the upcoming months.

### Procurement Award

*Procurement Services was recently awarded the Achievement of Excellence in Procurement by the National Procurement Institute.*



Procurement Services saved the University over \$1,967,995 in Fiscal Year 2018. These are direct cost savings for individual requesting departments.

