

Procurement Services Newsletter

March is Purchasing Month!!!

Governor McAuliffe has [proclaimed](#) March as Purchasing Month!

Coming Soon: **Weekly Procurement Quiz**

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

Reminders

- PCard Usage analysis forms are due February 28th.
- [ETF requisitions](#) are due by March 24th.
- [Aramark documentation requirements](#) - Aramark receipt(s), confirmed Catertrax order(s) and signed Monarch Catering Form(s) shall be attached to the PCard ODU Reconciliation Report and centrally maintained by the Department for audit purposes.

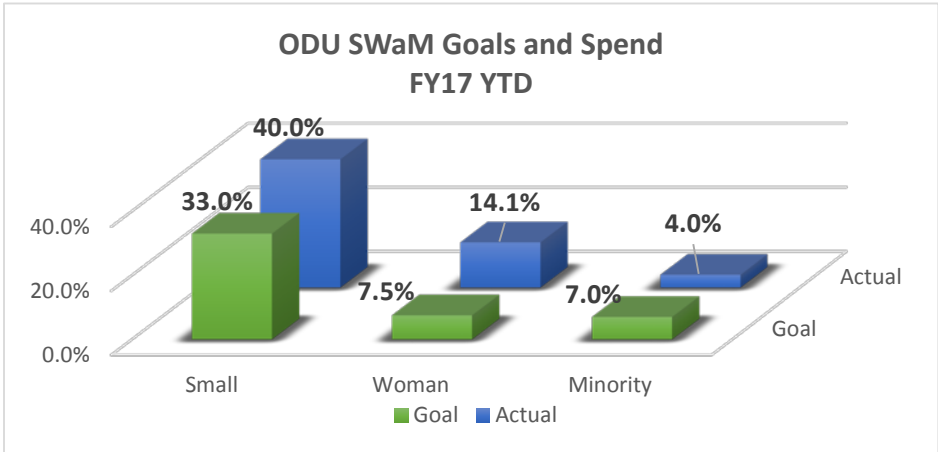
Upcoming Trainings

- Annual PCard training will be available mid-March.
- Banner XE eReceiving, eVA and PCard open lab training on March 9th at 9:30am.
- Monthly PCard, eVA, eReceiving, and Procurement Training is available. Contact procurement@odu.edu for dates and availability.

CONTRACTOR FEEDBACK

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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 Contracts page, or [here](#).



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 \$179, 927.29 for FY17 YTD.