Procurement Month Quiz

For a chance to win prizes, complete and submit quiz responses

to procurement@odu.edu by **March 15.**

1. **Departments have delegated purchasing authority up to $4,999 pending the use of a:**
   a. ☐ Contract vendor and/or certified SWAM vendor
   b. ☐ Vendor that is having a sale
   c. ☐ Vendor that is local and SWAM certified
   d. ☐ Both A and C

2. **The Commonwealth of Virginia is implementing a new eVA. When is the scheduled new eVA Go-Live Date?**
   a. ☐ Yesterday
   b. ☐ Tomorrow
   c. ☐ Next Week
   d. ☐ May 2, 2022

3. **The Commonwealth's new eVA is very similar to the current eVA so no additional campus eVA Requestor or Approver training will be needed.**
   a. ☐ True
   b. ☐ False (it will look *very* different than existing eVA)

4. **Which of the following are true of the ITS Software Decision Analysis (SDA)?**
   a. ☐ Only required for software purchase that exceed $500
   b. ☐ Required prior to the purchase of software
   c. ☐ Required for all software purchases
   d. ☐ Both B and C

5. **Executive Order 77 (*Virginia Leading by Example to Reduce Plastic Pollution and Solid Waste*) requires that the University stop purchasing certain types of items by what date (*Hint: EO77 webpage here*)**
   a. ☐ Yesterday
   b. ☐ Tomorrow
   c. ☐ Next week
   d. ☐ December 31, 2022

6. **Who in your Department has delegated procurement authority to sign procurement contracts to legally bind the University *(Hint: University Policy 1500)*?**
    a. ☐ Budget Unit Director
    b. ☐ Dean
    c. ☐ Department Chair
    d. ☐ All the Above
    e. ☐ None of the Above

7. **When using a PCard to purchase goods/services, you should seek the following type of vendor:**
    a. ☐ Contract vendor and/or certified SWAM vendor
    b. ☐ Vendor that is having a sale
    c. ☐ Any vendor that has done University business within the past year
    d. ☐ Either A and/or B

8. **When should an eReceiver be completed in Banner:**
    a. ☐ When the requesting department receives the invoice
    b. ☐ When Accounts Payable (AP) receives the invoice
    c. ☐ When Accounts Payable (AP) contacts the requesting department letting them know that they have received an invoices
    d. ☐ Within three days of receiving the goods and/or services

9. **When requesting a Change Order to an existing Purchase Order, what information is required to be included in the PO Comments section:**
    a. ☐ No Comments required; everyone will figure out what was changed on the PO
    b. ☐ A comment noting what line item(s) changed, the amount of the increase/decrease, and the reason for the increase/decrease

10. **When should a Purchase Order be initiated?**
    a. ☐ After the goods/services have been received
    b. ☐ After an invoice has been received so that the invoice can be paid
    c. ☐ After the vendor reaches out to inquire about payment status
    d. ☐ *Prior* to the order so that the PO can be provided to the vendor and the vendor can include the PO number on the resulting invoice

Thanks for your participation!

To learn more about Procurement resources, guides and training,
please visit the Procurement Services website.