

The Following Must Be Completed Prior to an eVA Account Being Issued.

Training Requirements

Complete Online Trainings located on Procurement Services [webpage](#) (required).
Register for live training by selecting training date on Procurement Services Training calendar. (optional)

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| SWaM Training |
| Ethics in Procurement Training |
| eVA Online Training |
| - How to log into eVA |
| - How to create a requisition (for Requisitioners) |
| - How to approve a requisition (for Approvers) |
| - How to check status of a requisition |

Request eVA Account

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| Complete enclosed eVA User Profile Request Form and have Budget Unit Director Sign. Submit complete and signed form to eVAAdmin@odu.edu . |
| Ensure awareness and understanding of purchasing related policies. |

Resources Impacting Purchasing Decisions

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| - University Policy 1002 : University Code of Ethics |
| - University Policy 1003 : University Responsibility for Compliance |
| - University Policy 1060 : Membership in Professional and Civic Organizations |
| - University Policy 1500 : Delegation of Authority for Contract Approval |
| - University Policy 2010 : Use of University Brand for Communications and Marketing |
| - University Policy 3001 : Responsibility of Budget Unit Directors |
| - University Policy 3250 : Vehicle Use Policy |
| - University Policy 3509 : Software Decision Analysis Policy |
| - University Mandatory Contract Use Policy |
| - Executive Order 35: Utilization of SWAM Firms |

Please submit this entire packet (five pages) to PCardAdmin@odu.edu.

Please contact PCardAdmin@odu.edu with any questions.



Date of Request: _____

eVA User Information			
First Name:		Last Name:	
Department:		Title:	
Email Address:		Office Phone:	
Ship to Address: (Default Address for Purchase Order Deliveries)			
Street:			
Building Name:		Room Number:	
City:		State:	Zip:

Department Access Information (Requisitioners)	
Indicate Department(s) that you need access to (Departments where you will be entering requisitions for):	
Default Dept:	
Add'l Dept (if needed):	
Add'l Dept (if needed):	
Add'l Dept (if needed):	

Approver Certification (Approvers)	
By signing below as an Approver, I certify that my electronic approval in eVA indicates that the specific goods and services are (i) essential and necessary, (ii) appropriately budgeted for, (iii) in compliance with the University's SWAM Plan, (iv) are in compliance with University policies and procedures, and (v) directly support the mission of the University.	
Approver Name (Printed):	
Approver Signature:	
Approver Email:	

Statement of User Responsibility

- A. To be an authorized user of eVA, you must have job responsibilities consistent with the purpose of eVA, have obtained approval for your eVA user account from your Old Dominion University's eVA Security Officer, and be in good standing as a permanent, temporary, or contract employee of Old Dominion University.
- B. As an authorized Old Dominion University eVA user, you are responsible for the security and use of your eVA user account. You accept full responsibility for your account and for all activity performed on eVA under your eVA user account.
- C. As an authorized Old Dominion University eVA user, you are responsible for keeping user information current and accurate. This information includes email address, phone number, supervisor and delivery location.
- D. It is prohibited for any eVA user other than the assigned eVA user account owner to use said eVA user account. Each authorized user is responsible for preventing unauthorized use of their eVA user account as well as refraining from using someone else's eVA user account.
- E. As an authorized Old Dominion University eVA User, you are responsible for protecting personally identifiable information (PII) from public access, including among others Social Security numbers, Federal Tax ID numbers, Patient Information, and Personal Banking Information, in accordance with Federal and State law and procurement regulations. This information shall not be stored on the User's personal or work computer. This information is to be removed from procurement documents or procurement files when made available to the public. It is only to be included on eVA purchase orders if including such information is required by law. If you must include such information, you must ensure that the comment field and separate file attachment capability at the line level and header level are used, and the box is checked indicating the comment or attachment is proprietary information.

Definition of Appropriate Use

Valid uses of eVA include, but are not limited to, using eVA for the intended and stated purposes of:

- Bid development
- Bid and contract awards
- Purchase approvals
- Placing orders
- Placing requisitions
- Training
- Administrative purposes

To appropriately use eVA, each eVA user must:

- Adhere to the copyright protection of licensed software and documentation.
- Always secure your user account and password.
- Log out of eVA or secure your computer if you are away from the active session.
- Follow all Old Dominion University and eVA policies, as well as all local, state, and federal laws and policies.

Definition of Inappropriate Use

Inappropriate uses of eVA include, but are not limited to:

- Using any other individual's eVA account.
- Managing your user account or access in a way as to make your password and/or eVA session available for use by others.
- Unauthorized copying, sending, or receiving of copyrighted or trade/service marked materials.

It is a violation of Commonwealth of Virginia policy to use eVA for promoting outside business interests. eVA shall not be used for private consulting or personal gain. eVA may not be used to support or engage in any conduct prohibited by Commonwealth of Virginia statutes or Old Dominion University policies, including the eVA Security Policy.

It is a violation of this policy to examine, or attempt to examine, another eVA user's or Old Dominion University's files or data without authorization. Noted exceptions are personnel who must examine these files or data while performing their assigned duties during the auditing process, DPS reviews, Old Dominion University controller reviews, technical reviews to identify or correct eVA problems, or other approved activities to monitor and manage Commonwealth of Virginia business.

It is a violation of eVA policy to post/send/display defamatory, harassing, pornographic, obscene, or sexually explicit materials. These violations are in addition to items prohibited by any section of the Statutes of the Commonwealth of Virginia, or other federal, state, or local law.

Reporting if Information Security Violations and Problems

All eVA users have a duty to report all known information security vulnerabilities in addition to all suspected or known policy violations in an expeditious and confidential manner to their assigned Entity eVA Security Officer or to the eVA Global Security Officer so that prompt remedial action may be taken.

Possible Sanctions for Misuse

The eVA Global Security Officer may monitor, record and store information about the use of eVA. If such monitoring, recording, and storage reveal possible evidence of inappropriate, unethical, or illegal activity within eVA, the eVA Global Security Officer will contact the Old Dominion University's eVA Security Officer regarding the alleged violations of this policy.

It is not appropriate to use eVA in a way that is detrimental to the normal operation of eVA. Penalties for misuse of eVA may include, but are not limited to, suspension of the use of eVA and referral to the appropriate local law enforcement agency for possible prosecution.

Upon detection of a potential violation, the eVA Global Security Officer will disable the eVA user account. The eVA user account will remain inactive until:

1. The eVA Global Security Officer has determined no violations exist or corrective action has been taken by the Old Dominion University eVA Security Officer.
2. The Old Dominion University's eVA Security Officer has notified the eVA Global Security Officer of the correction(s).



3. The remedial actions have been validated by the eVA Global Security Officer.

If corrective action is not taken at the Old Dominion University level, the eVA Global Security Officer may:

1. Recommend to the DPS Director that an eVA user be permanently suspended from use of the system.
2. Report to the Old Dominion University's Executive Director of Strategic Sourcing and Payment Solutions with a recommendation for disciplinary action.

ACKNOWLEDGEMENT

My signature acknowledges that I have read, understood, and will adhere to the eVA Acceptable Use Policy and the Old Dominion University Purchasing Policies and Procedures. I also acknowledge that I am responsible for utilizing appropriate budget and sub object codes and ensuring funding availability for all purchases.

I also acknowledge that I will report violations immediately to the Old Dominion University eVA Security Officer, as well as the eVA Global Security Officer at eVAsecurity@dgs.virginia.gov.

I certify that my submission of electronic requisitions through the eVA system will indicate that the specific goods and services are (i) authorized, essential and necessary, (ii) appropriately budgeted for, (iii) are in compliance with the University's SWaM Plan, (iv) are in compliance with Commonwealth of Virginia and Old Dominion University policies and procedures, and (v) directly support the mission of the University and my Department.

Signature:

Printed Name:

Title:

Date:

FOR PROCUREMENT SERVICES USE ONLY - Do Not Complete Below This Line					
Role(s):		Reviewed By:		Date:	
User Name		Acknowledgement Form			
BSO Access		SWaM Training			
Date Created		Ethics Training			
Date Deactivated		eVA Training			
Date Reinstated		Procurement Training			
Additional Notes					