

Posted By: Jerri Kemp
Date: Monday, 8/03/2009 3:03 PM EDT
Subject: Furniture Purchase Requirements

Announcement: Effective immediately, the use of the Staples-Corporate Express EWay.com site shall be limited to the purchase of office supplies only. Items that are ordered via the EWay.com site that are not classified as "office supplies", including any and all furniture, and subsequently billed on the Staples-Corporate Express monthly summary bill will not be paid.

For eVA departments, furniture purchases regardless of vendor and including purchase requests from Virginia Correctional Enterprises (VCE), shall be submitted in eVA.

For non-eVA departments, a Limited Liability Purchase Order may be used for VCE orders up to \$1000 and all other purchase requests for furniture shall be submitted to Materiel Management on a purchase requisition form for processing in eVA.

The requirement to obtain a "waiver" from VCE for furniture purchases from other than VCE shall be the responsibility of the requesting department.

If you should have any questions concerning this procedure, please contact Mr. Neil Cutler at 683-3136 or ccutler@odu.edu.