

Procurement Services will continue to assist customers with procurement transaction requests that are essential for continued instructional and operational requirements.

Please take a few moments to review the below procurement guidance.

Additional resources are located on the Procurement Services [website](#).

Please contact procurement@odu.edu with any questions.

In planning and executing purchases, please be reminded of policies and procedures associated with expenditure of University funds.

- [University Policy 3001](#) provides guidance on the responsibility of BUDs for Use of Funds.
- [University Policy 1500](#) provides guidance related to Authority for Contract Approval.
- [University Policy 3400](#) provides important guidance on fixed asset control.
- Procurement guidance and requirements can be located on the Procurement Services [website](#).

1. Purchasing Requests:

- a. All purchasing requests shall only be for specific equipment, supplies and services deemed to be essential for continued daily instructional and operational business functions.
- b. All purchasing requests requiring expenditure of university funds shall continue to be processed via use of and in compliance with:
 - i. eVA
 - ii. PCard or
 - iii. PA01 Form
- c. Items purchased to support continued operation shall be clearly identified and notated with COVID-19 (enter COVID-19 in the title of eVA requisitions and as the first word in the line 1 Item Description. For PCard transactions, enter COVID-19 into PCard description section along with purpose and description of transaction).
- d. Purchasing requirements related to specific dollar thresholds is located on the Procurement Services website [here](#).

2. Campus Deliveries:

- a. Ensure that appropriate Delivery Address and Contact information is included for acceptance of campus delivery to individual departments. If rotating on-campus staff, include additional contact information in the Comments section of the Purchase Order.

3. University Purchased Equipment and Supplies

- a. Departments are reminded that all University purchased equipment and supplies used off campus must be centrally tracked by each campus department.
 - i. University Policy 3400 provides guidance on fixed asset control.
 - ii. University Policy 1002 provides guidance on use of University equipment.
 - iii. The Non-Tagged Equipment Use Authorization [Form](#) is to be used to track all non-capital University purchased equipment used at an off-campus location.

4. Computers

- a. ITS Guidance: If staff have computers at home that can be used for work, ITS recommends they do so following the best practices [here](#). For those who do not have a workstation at home, please coordinate with supervisor to properly assess needs. **Please do not take ODU desktops home. They are not configured to work in a home setting and cannot be supported by ITS in that scenario.** Supervisors can work with either Procurement Services to purchase a suitable laptop, or work with ITS to obtain one of the limited number of loaner workstations available. If you run into technical issues, please contact the ITS Help Desk at ITSHelp@odu.edu. More information about Remote Computing can be found at <https://www.odu.edu/facultystaff/computing/remote>.
- b. **Dell:** Process guidelines for ordering Dell laptops can be located [here](#).
- c. **Apple:** Please contact the University Bookstore via email at techstore@odu.edu with items requested for purchase. Currently, appointments can be made with the Bookstore by sending an email to techstore@odu.edu or calling 757-423-2308 (request to speak to Technology Department).
- d. Due to limited supplies and/or delivery delays, if laptops are required from other than Dell or Apple, guidance related to minimum requirements may be found [here](#). Contact ITS Prior to ordering

5. Printers and Scanners

- a. Prior to ordering printers or scanners, contact ITS at ITShelp@odu.edu.

6. Purchasing Card (PCard)

- a. The PCard may be a helpful tool in conducting business during COVID. Please be reminded that all Commonwealth and University policies remain in place.

- b. The University's PCard website has comprehensive guidance on all aspects of the PCard program.
- c. **PCard Sign-Off**
 - i. Can be conducted completely electronically (see guidance on Receipt Upload and Adobe "Fill and Sign" capabilities).
- d. **Locked Out of Works Account:**
 - i. If locked out (lock out may occur after five unsuccessful attempts), wait 30 minutes and then use the "Forgot Your Password" link. (See guidance on Works Lock Out)
- e. **Card Decline:**
 - i. If your card is declined, refer to guidance [here](#) to identify next steps.
- f. **Other:**
 - i. Travel: Unused travel tickets purchased through CI Travel should be refunded in accordance with VASCUPP contract. Any challenges with CI Travel ticket refunds may be escalated to Keith Wesp (CI Travel's contact) at 757-640-9209.

7. Additional Resources

- a. The [Procurement Services website](#) provides detailed guidance on a wide range of purchasing related topics.