Procurement Services will continue to assist its internal and external customers with procurement transaction requests that are essential for continued instructional and operational requirements. Consistent with University guidance, the Procurement Team will be primarily working from home with very limited on campus staffing but is available via email and phone.

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, enter COVID-19 into PCard description section).
   d. Purchasing requirements related to specific dollar thresholds is located on the Procurement Services website here.

2. **Deliveries – Campus**
   a. Campus Deliveries: On a limited basis, Facilities Management, the Mail Center, and Procurement Services will have on-site staff available to continue to receive and log campus deliveries, including:
      i. Typical ‘desktop’ deliveries from FedEx, UPS, USPS and or contract vendors, e.g., RGH/Staples
      ii. ETF equipment purchases
iii. Other asset purchases
b. Upon receipt and logging of deliveries, the receiving department (FM Central Receiving Warehouse, Procurement Services, or Mail Center) will send an email to POC noted on packages for availability of package pick up.
c. POC or designated staff member may pick up items from Warehouse identified in notification email between 8a – 4p. Delivery arrangements for larger deliveries may be coordinated through Moving and Hauling by completing a Work Order with Facilities Management.
   i. When making purchases, it’s imperative that the college/department clearly identify the ‘deliver to location’.
   ii. For purchases made via use of eVA, Procurement Services has created a “See Comments” deliver to location for Home Deliveries. If delivery is to be made off campus to an individual’s residence, the ‘deliver to’ address can be added to the comments and will be visible to the Vendor by checking the “Visible to Supplier” box.

3. Deliveries - Home Deliveries:
   a. Off-campus, home deliveries should only be made for the purchase of equipment and supplies deemed essential and necessary for continued daily support of University instructional and operational functions.
b. University Policy 3400 includes guidance on tracking University Tagged Assets. ALL equipment and supplies moved to, or delivered to an off-campus location must be tracked. In addition to requirements of Policy 3400, each BUD shall designate a POC to track ALL off-campus equipment and supplies. Tracking form for tagged assets located here. Tracking form to assist in tracking non-tagged items located on the Procurement Services website.
c. Purchases requiring off-campus, home deliveries shall be fully approved by the associated Budget Unit Director.
d. Individuals that take University equipment and supplies home and/or receive equipment and supplies via home delivery shall be required to provide the necessary information to their primary POC referenced in 3.b. above to facilitate appropriate tracking of ALL University equipment.
e. It shall be the responsibility of each college/department to maintain an accurate and detailed record for ALL Home Deliveries for accountability purposes, e.g., equipment/supplies delivered off-campus via home deliveries are still “owned and the property of Old Dominion University”.


f. eVA Off-Campus Deliveries: For purchase made via eVA and deemed essential for operations that require an off-campus delivery address, a new ‘Deliver To:” location option has been added titled “See Comments”. If delivery is to be made off campus to an individual’s residence, the ‘deliver to’ address can be added to the comments and will be visible to the Vendor by checking the “Visible to Supplier” box.

g. PCard Off-Campus Deliveries: For purchases made via PCard and approved for off-campus delivery, cardholder is to note in ‘Description” section “Off-Campus, F/S name, brief description of item”.

h. Regardless of method of purchase (eVA or PCard), University departments are responsible for tracking ALL off-campus University equipment and supplies.

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.

5. Printers and Scanners
   a. Prior to ordering printers or scanners, contact ITS at ITSHelp@odu.edu.

6. Staples/RGH
   a. On a limited basis and when deemed essential for continued operation, Staples/RGH may delivery to an off-campus address.
   b. If home delivery is deemed essential and approved by BUD, prior to placing order, please provide the following info to jnhall@odu.edu.
7. Purchasing Card (PCard)
   a. The PCard may be a helpful tool in conducting business in the coming weeks. 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.

8. Additional Resources
   a. The Procurement Services website provides detailed guidance on a wide range purchasing related topics.
   b. procurement@odu.edu