

Procurement Services Newsletter

February 2016

PROCUREMENT REMINDER

Computer Purchase Reminders:

Purchases from Dell need to be entered into eVA and include a quote obtained from the ODU Dell Premier website. PCards cannot be used for Dell purchases.

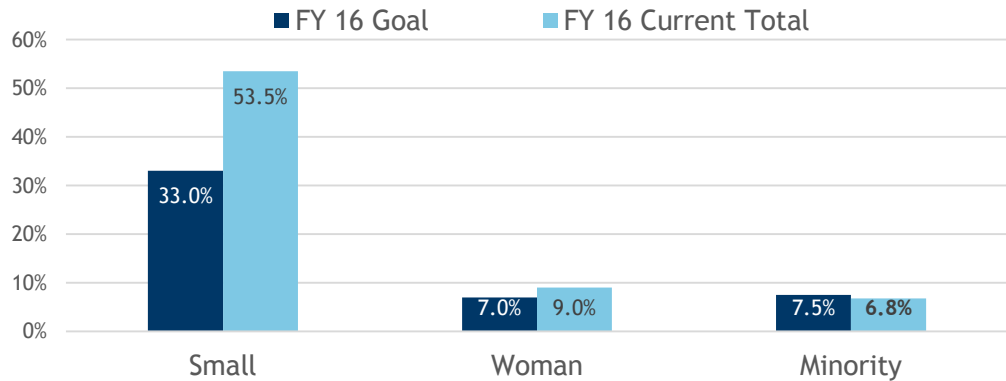
All Apple computers and peripherals must be purchased through the University Village Bookstore. PCards can be used at the Bookstore. ODU purchase orders and PCards should not be used to purchase directly from Apple or other Apple resellers.

You can find more detailed information on Procurement Service's website under the Procurement Newsletter & Announcements section. If you have any questions please contact Procurement Services at 683-3105 or procurement@odu.edu.



Procurement Services is happy to announce the implementation of the new Contract Listing site. For a demo, join us **February 24th** during Procurement Service's refresher training in Constant Hall Lab C1010 at 10:00 am. Procurement Services will provide additional information to contract administrators regarding the new contract site the week of February 22nd.

Procurement Services is fully committed to increasing the utilization of certified small, woman-owned & minority-owned firms. The chart below demonstrates the University's actual SWaM spend in comparison with the goals. Please contact Procurement Services for assistance in locating SWaM vendors. For more information on SWaM, see our [SWaM Plan](#).



Did You Know?

You can see all of Procurement Service's newsletters and current procurement announcements on the Procurement Service's [website](#). You can find the link on the right hand side of the Procurement Services homepage, above the awards header.



Upcoming Trainings

eVA, eReceiving, & PCard Refresher Training

Wednesday February 24th in Constant Hall lab C1010 from 10 am- 12 pm. Bring any questions or issues you may want to work on with you.

CONGRATULATIONS!

We would like to congratulate **Dwayne Young & Neil Cutler** on receiving the December Employee of the Month award. To read more about their accomplishment, check out [News @ ODU](#) on the website.

Procurement Services saved the University **\$1,262,661** for FY16 YTD. These are direct cost savings for individual requesting departments.