

Procurement Services Newsletter

PROCUREMENT ANNOUNCEMENTS

Dell Purchases:

To ensure departments receive the contract discount, the PCard can no longer be used as a payment method for Dell computer equipment and service purchases. All Dell orders must be placed in eVA with a copy of the Dell E-Quote attached and contract number UVA845196 referenced. The link to the Dell Premier website is www.dell.com/account. Please contact Jerri Kemp if you need assistance with Dell purchases.

Aramark Purchases:

Aramark is now offering a 15% discount for on-campus catering orders that are completed at least 7 days prior to an event. "National brands" pick-up and delivery orders are also eligible for the 15% discount when orders are placed through Catertrax.

**This discount is for ODU-funded orders only.*

***Ted Constant Center orders are not eligible for discount.*

Procurement Services would like to introduce its new newsletter, which will be sent out quarterly to keep the campus community up to date on procurement related activities. We look forward to providing continued value added services to the University, ensuring departments receive the goods and services needed while maximizing value, efficiency, and cost savings.

PCard Reminder

Please remember to put the contract number in the contract number segment next to the budget & subaccount code segments in BOA Works. Contract lists are updated monthly on the Procurement Services webpage here: <http://www.odu.edu/facultystaff/university-business/purchasing/contracts>

eVA Reminder

Purchase orders should be issued using an eVA registered vendor. If you need to use a vendor that is not eVA registered, you should request that they register. If they refuse, please send their Commonwealth of Virginia Substitute W-9 to procurement@odu.edu. Vendors can find instructions for eVA registration at www.odu.edu/procurement/vendors.

Staff Updates:

Congrats to Heather Somervail on her new position as the PCard Program Administrator!

Please welcome Monish Bhan to Procurement Services in his new role as Procurement Program Analyst. He will serve as backup administrator for the PCard Program, as well as work with the Contract Administration and SWaM Programs.

COMING SOON!

PROCUREMENT CERTIFICATE PROGRAM

We have designed a multi-section training program that focuses on purchasing activity. The intent of these classes is to ensure that employees have as much understanding of our system and procedures as possible. Registration and schedule information to be provided soon.

Help ODU Reach its FY16 SWaM Goals:

Fiscal Year	Small	Woman-Owned	Minority-Owned	Total SWAM
FY16 Goal	33%	7%	7.5%	47.5%

Old Dominion University Procurement Services



Recent Procurement Awards

- ❖ Outstanding Agency Accreditation Achievement Award (OA4)
- ❖ National Procurement Institute Achievement of Excellence In Procurement (AEP)

Procurement Services saved the University over \$1,042,849 in Fiscal Year 2015. These are direct cost savings for individual requesting departments.