

As the University welcomes our students back to campus, Procurement Services is providing the below updates and reminders to assist with your purchasing requirements.

Chartway Arena Events:

- Chartway Arena is now eVA registered. When entering a Purchase Order for Chartway Arena (DBA – Oak View Group), please use eVA Supplier number SUP260932.

Rental Vehicles:

- The University maintains vehicle rental contracts with Enterprise and Hertz. To request the Rental Vehicle Account Number which allows Authorized Renters to rent vehicles under the ODU account for **business use only**, please complete the request form [here](#).

PCard Policy & Procedures Reminders:

- Cardholder and Approver Signoff is due by the 30th of the Month (previously was the 5th of each month)
- All software purchases must go through the ITS SDA process prior to purchasing. Instructions regarding the SDA process are located [here](#).
- International purchases are restricted to conference registrations only. International transactions should be reviewed by the Office of Finance's [International Tax & Payments](#) area.

Software Reminder:

- ALL software requests and subscriptions, regardless of method of purchase (Purchase Order or PCard), require ITS approval through the [SDA process](#). Departments shall submit a Software Decision Analysis (SDA) Questionnaire to ITS for all software purchase requests prior to initiating any purchase transaction.
- Software purchases:
 - Pcard: Software purchases can no longer be made with the PCard unless approved in advance by Procurement Services in accordance with the [SBITA Guideline](#) #15-04-2023.
 - All purchase transactions for software/subscriptions over \$5,000 and/or where the PCard cannot be used must be entered in eVA. The software eVA requisitions must include the following: Original contract agreement, renewal document, MSA/SLA (typically for new contracts), Proposal/quote, scope of work, executed sole source (if not on contract), Vendor signed IT Addendum (where applicable).
 - Software eVA Requisitions: The line items should include the following: description of the software, term start and end date, contract number in the External Contract Number field (when applicable), appropriate software sub-account code.
 - For more information regarding software purchases, please visit the *Software* link on the Procurement Services [Contracts and Purchasing](#) page and the ITS System Decision Analysis page [here](#).

eVA Approver Reminder:

- Please be reminded that your approval of a Requisition confirms that there are sufficient funds within the designated budget for the goods/services identified.

To learn more about Training opportunities and additional resources available, please visit the Procurement Services [website](#).

Please contact Procurement Services at procurement@odu.edu or 683-3105 with any questions.

We look forward to partnering with the campus community for a successful semester.

Go Monarchs!