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!