

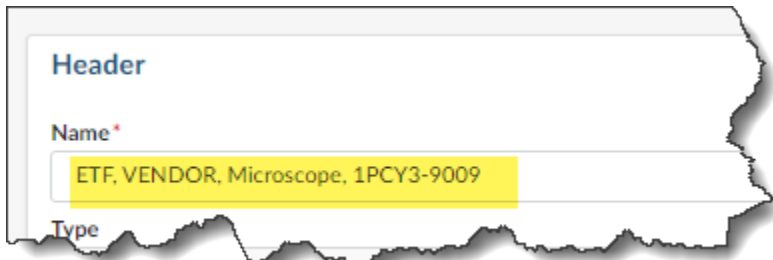
- Components of a system should be entered on separate line items of the purchase order *with the exception of software*. Any related software should be noted with cost on the same line item as equipment.
- Each line item should reference the corresponding ETF authorization number for the system.
- ETF items, with the exception of equipment that requires installation and/or calibration, must be delivered to ODU Property Control. Please see 'Ship To' Address section below.
- Final delivery location shall be included in the overall PO comment section on the REQ. Please see OnCampus 'Deliver To' Address section below.

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**Title of the REQ:**

The REQ title should be entered in the following format: ETF, Vendor Name, Order Description, ETF Budget Code/Sub Account Code. In the Header *Comment section* enter the ETF number(s) and Final Delivery information.

The final delivery location (**building and room number**) shall also be included in the overall PO comment section on the REQ to include, **contact name and phone number**.



**Header**

Name \*

ETF, VENDOR, Microscope, 1PCY3-9009

Type



**Comment** ⓘ

Line 1 ETF 2311211271. Line 2 ETF 2311211272  
Final Delivery to: Barbie Edwards FM Bldg. 4401 Powhatan Ave Ste 111J

**'Ship To' Address:**

All ETF items, with the exception of equipment that requires installation and/or calibration, must be shipped to 'ODU Property Control'. The shipping information will automatically default to the eVA requestor's department and username. Change the default 'Ship To' address to 'ODU Property Control' and 'Deliver To' should be the name of the person in your department the order should be delivered to.

**Ship to**

Ship to\*

ODU Property Control 4401 Powhatan Avenue Norfolk

ODU Property Control  
4401 Powhatan Avenue Norfolk  
Virginia  
23529  
UNITED STATES  
757-683-3105

**Bill To**

Bill To\*

Old Dominion University, Finance Office Rollins Hall Room 2005 Norfolk

Old Dominion University, Finance Office  
Rollins Hall Room 2005  
(or submit invoice via email at invoice@odu.edu)  
Norfolk Virginia 23529  
UNITED STATES  
757-683-3030

**Comment** ⓘ

ETF 23100123456

**Line Item Description:**

If there are several components to the system (ex. audio visual system, projector, screen, and warranty), the requestor should enter them on separate lines items. Each line items should reference the corresponding ETF authorization number for the system.

If there is not enough space in the description to include all ETF authorization numbers, use the overall PO comment box, and note which line item the ETF authorization numbers correspond.

Item Details

Save Save & Close Close

Fields marked by an asterisk \* are mandatory  
Expected date format: M/d/yyyy

**Item Description**

Product Type\*  
Product

Order Item Tag Item Type

Short Description

Detailed Description\*  
Audio Visual System. ETF 23100123456

Order Qty\*  
1 Ea.

Commodity\*  
84014 - Audio Equipment and Accessories, Television (Microphones, Mixers, and Amplifiers)

Delivery Date

**Estimate Costs**

Unit Price  
6000.00 USD

**Deliver To**

Deliver To

## Contract Suppliers

Enter contract number in the Item Details Internal Additional Details Product section “External Contract Number”.

The screenshot shows the 'Item Details' form with the following sections:

- Supplier:** # 1 OrderAnything
- Fulfillment Supplier:** # 1 OrderAnything
- Supplier Contact:** (empty)
- Ship to:** ODU Property Control, Norfolk
- Internal Additional Details:**
  - Product:** (empty)
  - Contract:** (empty)
  - External Contract Number:** External Contract Number ODU-1234
  - Item Cross Reference:** (empty)
  - Supplier Part #:** (empty)
  - Resale Flag:** (checkbox)
- Supplier Visible Additional Information:** (empty)

## Allocations

### Agency Use One (Budget Code) and Account (Sub-Account Code)

The appropriate ETF budget code is required to be used for each line item. Consider the purpose of the system (Laboratory Equipment, Medical and Dental Equipment, etc.) instead of the component parts when identifying the appropriate sub-account for the system.

Note: Quantities should be the number of actual systems and the unit price of the actual system. Flip flop orders, i.e., quantity of 50,000 with a unit price of \$1, are not allowed for ETF purchases.

The screenshot shows the 'Allocations' form with the following table:

%	Amount	Allocations Quantity	Fiscal Year	Cost center	Acc. Cross Reference	Agency Use One	Account	Organization
100.00 %	6,000.0...	1.00000	2023 - eVA-Wide Legal			1PC00 - MATERIAL MANAGEMENT	Computer Processor Equipment >\$5,000	A221-ODU Materiel Management

## Freight and/or Shipping Charges

Include freight and/or shipping charges on a separate line item, with the appropriate freight and/or shipping commodity code number **96286** and sub-account code **5021**.

### Item Details

Save Save & Close Close

Fields marked by an asterisk \* are mandatory  
Expected date format: M/d/yyyy

#### Item Description

Product Type\*  
Product

Order Item Tag Item Type

Short Description

Detailed Description\*  
Freight

Order Qty\*  
1 Ea.

Commodity\*  
96286 - Transportation of Goods and Other Freight Services

Delivery Date

#### Estimate Costs

Unit Price  
250.00 USD

#### Deliver To

Deliver To

### Item Details

Save Save & Close Close Reset Allocations

Allocation Chart of Account  
Old Dominion University

Internal Comments

Internal Comment

Allocations

Remaining To Allocate: 0.00000 USD

%	Amount	Allocations Quantity	Fiscal Year*	Cost center	Acc. Cross Reference	Agency Use One*	Account*	Organization
100.00 %	250.00...	1.00000	2023 - eVA-Wide Legal			1PC00 - MATERIAL MANAGEMENT	5021 - Inbound Freight Services	A221-ODU Materiel Management

**eReceiving**

The Banner eReceiver should be completed by the receiving personnel. If the order is received in Property Control, Property Control personnel will complete the eReceiving.

As an eVA user completing or approving requisitions for ETF orders, I understand and agree to follow the above established ETF Guidelines.

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Requested Budget Code:

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Budget Unit Director Name	Budget Unit Director Signature	Date
eVA Requestor Name	eVA Requestor Signature	Date
eVA Approver Name	eVA Approver Signature	Date

Submit completed form to [procurement@odu.edu](mailto:procurement@odu.edu).