

Strategic Sourcing & Payment Solutions strives to serve as a strategic partner and valuable resource and guide for the campus's purchasing needs. As the University welcomes our students back to campus for the Spring Semester, the below updates and reminders are provided to assist with your purchasing requirements.

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](#).
- The University has designated parking spaces for rental vehicles in Village Lot 1 directly behind Public Safety. Per Transportation & Parking Services, rental vehicles not parked in these spaces must have a university parking pass. Individuals can link the rental vehicle to their virtual parking pass or have their department pay for a day pass by contacting [Transportation and Parking Services](#). For more information about parking on campus, please contact Transportation and Parking Services.

Travel Updates

- Travel Training sessions are available! You may register for Training via the link [here](#).
- Effective for Travel incurred beginning January 1, 2024, the mileage rate will be 67 cents per mile when daily mileage is less than 200 miles or when a cost-benefit analysis indicates that using a personal vehicle is more cost effective than renting a vehicle. For mileage 200 miles or more per day, when no cost benefit analysis is provided, the rate of 24.6 remains the same.
- Per Commonwealth requirements, travelers must submit expense reports **within 60 days** after the completion of trip. If submitted later than 60 days, a **ledger 6 account** must be used.
- When submitting expense reports, Travelers are reminded to include the **business purpose** of the trip.

Use of University Logo on Merchandise, Giveaways, etc.

- Per University Policy [2300](#), **all physical items** such as t-shirts, stress balls, coffee mugs, display banners, etc. that include the University's logos, name or other trademarks must be reviewed and approved by University Communications.
- Campus requestors should email licensing@odu.edu with the following information: Requesting department, description and quantity of request, date the product is needed, name of the proposed vendor, artwork that will appear on the product, description and dates of the purpose/event for which the product is being ordered and whether the product is being sold or given away.

PCard Policy & Procedures Reminders:

- Cardholder and Approver Signoff is due by the **30th** of each 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.

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.
- All eVA requisition approvers must have signatory authority for the budget codes approved.
- Do not delete a line item in a purchase requisition. To cancel a line in a change order, zero out the dollar amount.

ETF Reminder:

- ETF Requisitions must be submitted by **March 6, 2024**. If your ETF allocation is not committed by this deadline, balances may be reallocated to other programs on a priority basis.

To learn more about Training opportunities and additional resources available, please visit the Strategic Sourcing and Payment Solutions [website](#).

Please contact Strategic Sourcing and Payment Solutions 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!