


- 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 for the **Main campus**, 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.
- ETF items for the **Medical campus**, with the exception of equipment that requires special installation and/or calibration, must be delivered to Procurement Services Warehouse, 714 Woodis Avenue.
- Final delivery location shall be included in the overall PO comment section on the Requisition. Please see OnCampus 'Deliver To' Address section below.

Title of the REQ:

The REQ title should be entered in the following format: ETF, Vendor Name, Brief Order Description, ETF BudgetCode/Sub Account Code. In the Header [Comment section](#), enter the ETF number(s) and Final Delivery information to include **building and room number** department **contact name, email, and phone number**.

Header

Name 

ETF, Vendor Name, Brief Description, Budget Code, Account Code

Line 1 ETF #2025121212, Line 2 ETF #2025121312

DELIVER TO: XYZ BUILDING, ROOM 123. Dept. Contact: Sue Smith (s2smith@odu.edu, 757-683-1234)

Comment 

'Ship To' Address:

Main Campus:

All ETF items for the main campus, 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.

The screenshot shows a web form titled "Ship to" in blue text. Below the title is a "Ship to*" label. A yellow dropdown menu is open, displaying the selected address: "ODU Property Control 4401 Powhatan Avenue Norfolk". Below the dropdown, the full address is displayed in black text: "ODU Property Control", "4401 Powhatan Avenue Norfolk", "Virginia", "23529", "UNITED STATES", and "757-683-3105".

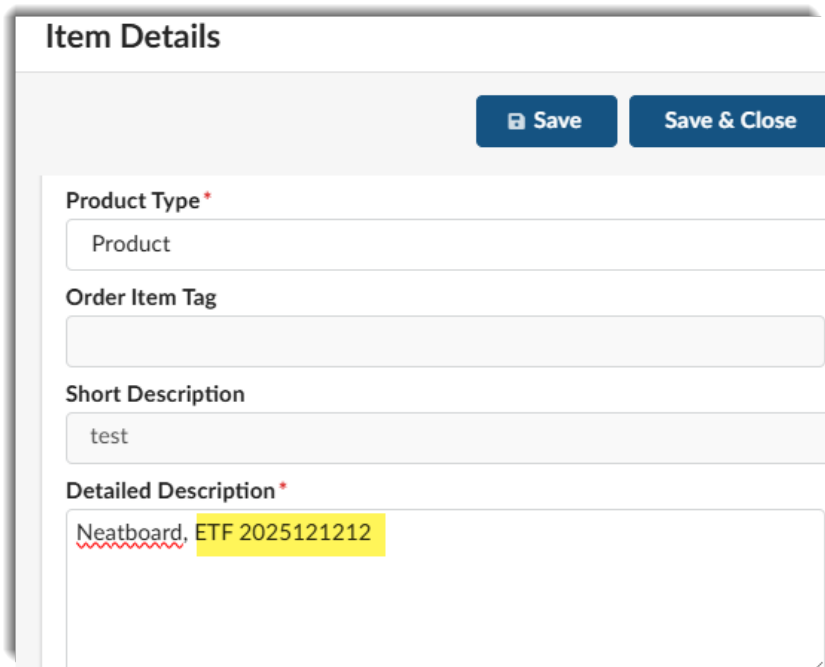
Medical Campus:

All ETF items for the main campus, with the exception of equipment that requires installation and/or calibration, must be shipped to **'EVMS Central Receiving'**. The shipping information will automatically default to the eVA requestor's department and username. Most eVA Requesters are set with the Woodis Avenue address so no change is needed.

The screenshot shows a web form titled "Ship to" in blue text. Below the title is a "Ship to*" label. A yellow dropdown menu is open, displaying the selected address: "EVMS Central Receiving 714 Woodis Ave Norfolk". Below the dropdown, the full address is displayed in black text: "EVMS Central Receiving", "714 Woodis Ave Norfolk", "Virginia", "23510", "UNITED STATES".

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 line items. Each line item should reference the corresponding ETF authorization number for the system.

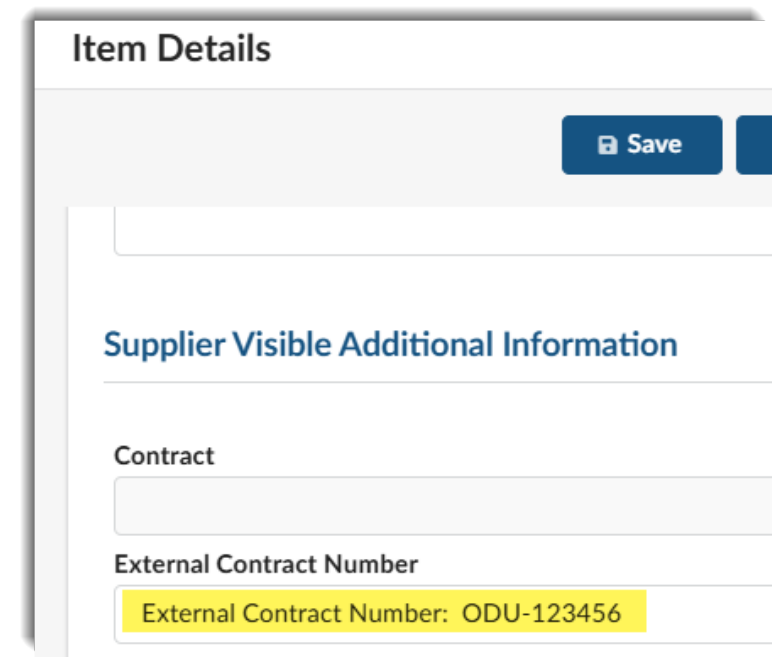


The screenshot shows the 'Item Details' form. At the top right are two buttons: 'Save' and 'Save & Close'. Below these are four input fields: 'Product Type' with the value 'Product', 'Order Item Tag' which is empty, 'Short Description' with the value 'test', and 'Detailed Description' with the value 'Neatboard, ETF 2025121212'. The 'Detailed Description' field has a red squiggly line under 'Neatboard' and a yellow highlight on the ETF number.

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.

Contract Suppliers

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



The screenshot shows the 'Item Details' form, specifically the 'Supplier Visible Additional Information' section. At the top right of the form is a 'Save' button. Below the section header are two input fields: 'Contract' which is empty, and 'External Contract Number' which contains the text 'External Contract Number: ODU-123456' highlighted in yellow.

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.

Allocations

Remaining To Allocate:

+ Allocation

0.00000

USD

%	Amount	Allocations Quantity	Fiscal Year	Cost center	Agency Use One	Account	Organization
<div>100.00 %</div>	<div>3,000.0...</div>	<div>1.00000</div>	<div>2025</div>	<div></div>	<div>1PC00 - PROCUREMENT SERVICES</div>	<div>9204 - Electronic Equipment, ALL EQUIPMENT TRUST FUND <\$5,000</div>	<div>A221-ODU Procurement Services</div>

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 Description

Product Type

Freight

Order Item Tag

Item Type

Non-Catalog

Short Description

Neat board, ETF 2025121212

Detailed Description

Neat board, ETF 2025121212

Order Qty

1.00000

Ea.

Commodity

96286 - Transportation of Goods and Other Freight Services

Remaining To Allocate:

+ Allocation

0.00000

USD

%	Amount	Allocations Quantity	Fiscal Year	Cost center	Acc. Cross Reference	Agency Use One	Account	Organization
<div>100.00 %</div>	<div>0.50000</div>	<div>1.00000</div>	<div>2025</div>	<div></div>	<div></div>	<div>1PC00 - PROCUREMENT SERVICES</div>	<div>5021 - Inbound Freight Services</div>	<div>A221-ODU Procurement Services</div>

eReceiving

The Banner eReceiver will be completed by the Property Control or Warehouse receiving personnel for all items delivered to the central warehouses. As exception, for items that are shipped directly to the campus department, the campus department shall be responsible for immediately notifying procurement@odu.edu of receipt of ETF item. Please provide PO number for the received ETF item.

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

Requested Budget Code:

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.