

<b>All of the Following Must Be Completed Prior to an eVA Account Being Issued.</b>		
<b>Expenditure Authorization</b>		
Anyone serving as approver must have Budget authority for all Budget Codes <b>prior to submitting an eVA Account Request Form.</b>		
If Requisitioner:		
	Ensure requested Approver already has an eVA Account or has requested one.	
	Ensure requested Approver is on the Finance Authorized Signature List for the Budget Codes you are requesting. If not, please submit the <a href="#">Request to be added</a> to signlist@odu.edu.	
If Approver:		
	Ensure you are on the Finance Authorized Signature List for all Budget Codes for which you are requesting to serve as an approver. If not, please submit the <a href="#">Request to be added</a> to signlist@odu.edu.	
<b>Training Requirements</b>		
Sign Up for and Complete the Following Trainings via the <a href="#">Procurement Service Training Page</a>		
	SWaM Training	
	Ethics in Procurement Training	
	Procurement & eVA Training	
<b>Request eVA Account</b>		
	Complete eVA User Profile Request Form & Have Approver and Budget Unit Director Sign	
	Sign eVA Acceptable Use Acknowledgement Form	
	Submit both to procurement@odu.edu	
<b>Request Banner Access</b>		
	Request Access in Banner to form FTIIDEN to look up vendors	
<b>If Also Requesting eReceiving Account</b>		
eReceiving must be completed in Banner within 3 days after goods or services are received. eVA users who will be doing eReceiving for their orders must do the following:		
	Request Access in Banner for the following forms:	
	FOIDCH	
	FGIENCD	
	FTIIDEN	
	Complete eReceiving Training	

Date of Request:

eVA User Information							
First Name:				Last Name:			
Department:				Title:			
Email Address:				Office Phone:			
Ship to Address: (Default Address for Purchase Order Deliveries)							
Street:							
Building Name:				Room Number:			
City:				St:		Zip:	
eVA System Access Privileges							
<b>Instructions:</b> Please select the appropriate access needed, which includes whether your account set up will allow you to Approve requisitions, Create requisitions, or both.							
	Approver	Name(s) of the user account(s) which will require your approval (if not requesting Approver status, leave blank)					
	Create Requisitions	Name of Expenditure Approver:					
		Expenditure Approver Email:					
List All Budget Codes for which you need access or approval permissions: (Use Separate Sheet if necessary.)							
Expenditure Limit Approver Authorization Statement & Signature							
Is this employee hourly or temporary?		Yes		No	If YES, the departmental Approver or Supervisor shall notify Procurement Services within one business day of when the hourly or temporary employee leaves the University or the Department.		
Is this employee a Sentara or CHKD employee?		Yes		No			
By signing below as a Reviewer/Approver, I certify that my electronic signoffs will indicate that the specific goods and services are (i) essential and necessary, (ii) appropriately budgeted for, (iii) are in compliance with the University's SWaM Plan, (iv) are in compliance with University policies and procedures, and (v) directly support the mission of the University. I certify that I will notify Procurement Services of separation of any eVA user who is hourly or temporary. I also certify that I have Signature Authority for all Budget Codes requested.							
Expenditure Limit Approver Signature					Date		
Budget Unit Director(s) Approval Signature(s) (If there is more than one BUD for any budget code requested, all must sign)							
By signing below, I approve the budget codes and eVA system access for the above user and designation of Expenditure Limit Approver Requested.							
BUD Signature				Print Name		Date	
BUD Signature				Print Name		Date	
BUD Signature				Print Name		Date	
The Code of Virginia authorizes state agencies to recover improper payments not only from the employee who received the payment, but also from the employee who approved the payment.							

### **Statement of User Responsibility**

- A. To be an authorized user of eVA, you must have job responsibilities consistent with the purpose of eVA, have obtained approval for your eVA user account from your Old Dominion University's eVA Security Officer, and be in good standing as a permanent, temporary, or contract employee of Old Dominion University.
- B. As an authorized Old Dominion University eVA user, you are responsible for the security and use of your eVA user account. You accept full responsibility for your account and for all activity performed on eVA under your eVA user account.
- C. As an authorized Old Dominion University eVA user, you are responsible for keeping user information current and accurate. This information includes email address, phone number, supervisor and delivery location.
- D. It is prohibited for any eVA user other than the assigned eVA user account owner to use said eVA user account. Each authorized user is responsible for preventing unauthorized use of their eVA user account as well as refraining from using someone else's eVA user account.
- E. As an authorized Old Dominion University eVA User, you are responsible for protecting personally identifiable information (PII) from public access, including among others Social Security numbers, Federal Tax ID numbers, Patient Information, and Personal Banking Information, in accordance with Federal and State law and procurement regulations. This information shall not be stored on the User's personal or work computer. This information is to be removed from procurement documents or procurement files when made available to the public. It is only to be included on eVA purchase orders if including such information is required by law. If you must include such information, you must ensure that the comment field and separate file attachment capability at the line level and header level are used, and the box is checked indicating the comment or attachment is proprietary information.

### **Definition of Appropriate Use**

Valid uses of eVA include, but are not limited to, using eVA for the intended and stated purposes of:

- Bid development
- Bid and contract awards
- Purchase approvals
- Placing orders
- Placing requisitions
- Training
- Administrative purposes

To appropriately use eVA, each eVA user must:

- Adhere to the copyright protection of licensed software and documentation.
- Always secure your user account and password.
- Log out of eVA or secure your computer if you are away from the active session.
- Follow all Old Dominion University and eVA policies, as well as all local, state, and federal laws and policies.

## **Definition of Inappropriate Use**

Inappropriate uses of eVA include, but are not limited to:

- Using any other individual's eVA account.
- Managing your user account or access in a way as to make your password and/or eVA session available for use by others.
- Unauthorized copying, sending, or receiving of copyrighted or trade/service marked materials.

It is a violation of Commonwealth of Virginia policy to use eVA for promoting outside business interests. eVA shall not be used for private consulting or personal gain. eVA may not be used to support or engage in any conduct prohibited by Commonwealth of Virginia statutes or Old Dominion University policies, including the eVA Security Policy.

It is a violation of this policy to examine, or attempt to examine, another eVA user's or Old Dominion University's files or data without authorization. Noted exceptions are personnel who must examine these files or data while performing their assigned duties during the auditing process, DPS reviews, Old Dominion University controller reviews, technical reviews to identify or correct eVA problems, or other approved activities to monitor and manage Commonwealth of Virginia business.

It is a violation of eVA policy to post/send/display defamatory, harassing, pornographic, obscene, or sexually explicit materials. These violations are in addition to items prohibited by any section of the Statutes of the Commonwealth of Virginia, or other federal, state, or local law.

## **Reporting if Information Security Violations and Problems**

All eVA users have a duty to report all known information security vulnerabilities in addition to all suspected or known policy violations in an expeditious and confidential manner to their assigned Entity eVA Security Officer or to the eVA Global Security Officer so that prompt remedial action may be taken.

## **Possible Sanctions for Misuse**

The eVA Global Security Officer may monitor, record and store information about the use of eVA. If such monitoring, recording, and storage reveal possible evidence of inappropriate, unethical, or illegal activity within eVA, the eVA Global Security Officer will contact the Old Dominion University's eVA Security Officer regarding the alleged violations of this policy.

It is not appropriate to use eVA in a way that is detrimental to the normal operation of eVA. Penalties for misuse of eVA may include, but are not limited to, suspension of the use of eVA and referral to the appropriate local law enforcement agency for possible prosecution.

Upon detection of a potential violation, the eVA Global Security Officer will disable the eVA user account. The eVA user account will remain inactive until:

- 1) The eVA Global Security Officer has determined no violations exist or corrective action has been taken by the Old Dominion University eVA Security Officer.
- 2) The Old Dominion University's eVA Security Officer has notified the eVA Global Security Officer of the correction(s).

3) The remedial actions have been validated by the eVA Global Security Officer.

If corrective action is not taken at the Old Dominion University level, the eVA Global Security Officer may:

- 1) Recommend to the DPS Director that an eVA user be permanently suspended from use of the system.
- 2) Report to the Old Dominion University's Executive Director of Procurement Services with a recommendation for disciplinary action.

### **ACKNOWLEDGEMENT**

My signature acknowledges that I have read, understood, and will adhere to the eVA Acceptable Use Policy and the Old Dominion University Purchasing Policies and Procedures. I also acknowledge that I am responsible for utilizing appropriate budget and sub object codes and ensuring funding availability for all purchases. I also acknowledge that it is my responsibility to notify the eVA Security Officers to suspend my eVA account when I go out on any type of extended, medical, or disability leave, sabbatical, etc.

I also acknowledge that I will report violations immediately to the Old Dominion University eVA Security Officer, as well as the eVA Global Security Officer at [eVAsecurity@dgs.virginia.gov](mailto:eVAsecurity@dgs.virginia.gov).

I certify that my submission of electronic requisitions through the eVA system will indicate that the specific goods and services are (i) authorized, essential and necessary, (ii) appropriately budgeted for, (iii) are in compliance with the University's SWaM Plan, (iv) are in compliance with Commonwealth of Virginia and Old Dominion University policies and procedures, and (v) directly support the mission of the University and my Department.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

FOR PROCUREMENT SERVICES USE ONLY - Do Not Complete Below This Line					
Role(s):		Reviewed By:		Date:	
User Name		Acknowledgement Form			
BSO Access		SWaM Training			
Date Created		Ethics Training			
Date Deactivated		eVA Training			
Date Reinstated		Procurement Training			
Additional Notes					