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The Office of Finance is responsible for all financial processing at the University and ensuring compliance with all Federal and Commonwealth of Virginia regulations and laws. Internal controls are established by the Office of Finance to maintain sound accounting and administrative systems for the University.

The office serves a broad range of customers (students, vendors, faculty, staff). The Assistant Vice President for Finance / University Controller is responsible for oversight of the Office of Finance.



Contact

Office of Finance
 2003 Rollins Hall
 Norfolk, VA 23529
 757-683-3030 (office)
 757-683-4100 (fax)

Students - Need Assistance?
 Contact 757-683-3030 or tuition@odu.edu

[Directory](#) ▶

IMPORTANT NOTICE:

Effective March 4, 2019 the Cashier Windows in Rollins Hall will close at 4:30pm daily. Online payments may be made via [LeoOnline](#).

Effective May 1, 2018 the convenience fee associated with credit/debit card payments on the e-Billing portal will increase to **2.85%**.

Forms

Office of Finance Forms

[Forms](#) ▶

Training

- [Banner Training](#)
- [Certificate in University Financial Management](#)
- [ePrint](#)
- [Financial Management Guidelines](#)
- [Banner Reconciliation Reminders](#)

<h3>Controller's Office</h3> <p>The primary mission of the University Controller's Office is to ensure the proper and efficient use of University fiscal resources. The office is responsible for all financial operations of ODU.</p> <ul style="list-style-type: none"> • Annual Financial Statements • ARMICS • Fiscal Year End Financial Deadlines • Payment Card Processing Rules • Policies & Procedures • Identity Theft Information (Red Flag) • User Guides 	<h3>Students</h3> <p>Full information about student financial policies and procedures at ODU.</p> <ul style="list-style-type: none"> • Current Tuition Rates • Billing & Payments • Important Billing Information • Payment Due Dates • Payment Plan • Tuition Refunds • Tuition Penalties • Tuition Appeals 	<h3>Faculty/Staff</h3> <p>Full information about financial policies and procedures.</p> <ul style="list-style-type: none"> • Accounts Payable • Authorized Signature List • Banner Financial Reports • Data Control • General Accounting • Hiring Student Employees • Payroll • International Tax and Payments • Resolving Budget Discrepancies • Student Accounts/Accounts Receivable • University Travel • Web Time Entry (WTE) 	<h3>Vendors</h3> <p>Vendors will find information about doing business with the University.</p> <ul style="list-style-type: none"> • Vendors Guide • Payments & Responsibilities • Invoice Requirements • Vendor Payment Methods • W-9 Request • Independent Contractors & Worker Classification
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