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.

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.

<table>
<thead>
<tr>
<th>Header</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>ETF, VENDOR, Microscope, 1PCY3-9009</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line 1 ETF 2311211271. Line 2 ETF 2311211272</td>
</tr>
<tr>
<td>Final Delivery to: Barbie Edwards FM Bldg. 4401 Powhatan Ave Ste 111</td>
</tr>
</tbody>
</table>
‘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.

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.
Contract Suppliers

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

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.
**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**

- **Commodity**: 96286 - Transportation of Goods and Other Freight Services
- **Order Qty**: 1 (Ea.)
- **Unit Price**: 250.00 (USD)

**Internal Comments**
- Old Dominion University

**Allocations**

- **Allocation**: 0.00000 (USD)
- **%**: 100.00
- **Amount**: 250.00
- **Fiscal Year**: 2023 - VA-Wide Legal
- **Agency Use One**: 5021 - Inward Freight Services

**Organization**: 4221-ODU Material 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:

<table>
<thead>
<tr>
<th>Budget Unit Director Name</th>
<th>Budget Unit Director Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>eVA Requestor Name</td>
<td>eVA Requestor Signature</td>
<td>Date</td>
</tr>
<tr>
<td>eVA Approver Name</td>
<td>eVA Approver Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

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