

The Procurement Services Department is responsible for the procurement of goods and services for the University and to ensure compliance with procurement laws, policies, and procedures.

Departments have delegated purchasing authority up to \$5,000 pending the use of a:

- 1. Contract vendor**
- 2. Certified Small, Woman-Owned or Minority-Owned Business (SWaM)**

University Wide Contracts

Office Supplies

Departments must use the Universities office supply contract vendor to purchase office supplies. The Staples/RGH account request form is located on the Procurement Services website.

Catering

Aramark shall provide all on campus catering expected to exceed \$50.00. If Aramark is unable to provide the catering request, Aramark and the University's Contract Administrator will provide a written waiver granting the department one-time approval and authority to purchase from another vendor. Vendors other than Aramark must provide a proper business license, current certificate from the Department of Health and current insurance certificate if approved via waiver.

Catering services that are to be paid for with University funds (to include discretionary funds) must be processed via the PCard up to the Cardholders transaction limit. If the department is purchasing alcohol and/or does not have a PCard the Authorization for Purchase (PA01) form may be used.

Aramark is now offering a 15% discount for on-campus catering orders that are completed at least 7 days prior to an event. Any changes to orders must be within 5% of the original order amount to remain eligible for discount. For more information please refer to the Procurement Services website announcement page.

Printing

All University publication requests, with the exception of those noted below, require the review and approval of University Publications prior to soliciting quotes (for print jobs less than \$500) or submitting a requisition to Procurement Services (for print jobs greater than \$500).

1. Letterhead and envelopes (standard one color)
2. Business cards (standard one color)
3. Publications produced by or for students and paid for with student funds
4. Publications which will not be paid for with Commonwealth funds
5. Scholarly publications
6. Business forms

See the Procurement Services website for the complete Printing Services Procedure.

Computer

The University has two University contracts for computers, Dell and Apple. Dell purchases should be completed by issuing an eVA purchase requisition. Apple purchases should be completed through the bookstore.

Furniture

When purchasing furniture up to \$5,000 and from a vendor other than VCE, departments must use the University's existing contract with Staples. For instances when the use of Staples is not practical, strive to use either a SBSB certified vendor and/or existing contract. For furniture purchases over \$5,000, the department must obtain a waiver from VCE. Please see Procurement Services website for waiver.

SWaM

A SWaM vendor is a business who is certified through The Department of Small Business and Supplier Diversity (SBSB) (formerly DMBE) as being Small, Women-owned and/or Minority-owned business. SBSB is a state agency whose mission is to promote access to the Commonwealth of Virginia's contracting opportunities and ensure fairness in the procurement process. ODU's goals for SWaM expenditures are 47.5%, each department's expenditures count toward this goal. The SBSB website maintains a list of certified vendors. For additional information regarding SWaM or SBSB or assistance in locating a SWaM firm refer to the Procurement Services website or contact Procurement Services at procurement@odu.edu or 683-3105.

eVA

The University uses eVA as its primary procurement tool supplemented by the PCard. Purchase orders issued in eVA should be issued prior to receiving the good or service.

It is the department's responsibility to ensure the vendor is in eVA and on the Banner vendor table prior to issuing an eVA purchase requisition. A vendor may be in eVA but not in Banner. Do not guess the vendors tax id number. The best place to get the correct tax id number is by calling the vendor.

If a vendor is not eVA registered the department should request that they register. If they refuse, send their Commonwealth of Virginia Substitute W-9 to procurement@odu.edu. Additional information about eVA registration can be found on the Procurement Services website.

A vendor can be verified in Banner by the FTIIDEN Banner form. If the vendor is not in Banner the department should submit their Commonwealth of Virginia's Substitute W-9 or W8BEN to Accounts Payable. Additional information regarding the W-9 and W8BEN can be obtained on the Office of Finance's website. Please contact AP with any questions regarding this process.

The following prepayment transactions are not required to be processed in eVA.

1. Honoraria
2. Entertainment – speakers, lecturers, musicians, performing artists
3. Intercollegiate athletic game referees, officials, and umpires, etc.

eReceiving

eReceivers are completed in Banner for purchase orders issued via eVA. eReceiving reports document goods and services that have been received and reflect the actual date of receipt. eReceivers should be completed within 3 days of physically receiving your good or service by your department. Failure to complete an eReceiver in a timely manner may result in payment delays. If the department does not complete an eReceiver an invoice cannot be paid.

The eReceiving User Guide is located on the Procurement Services website. This user guide is a step by step guide developed to assist the Banner user in completing the eReceiver.

The **received date** on the eReceiver defaults to the current date. This date **must be changed** to the date the goods or services are actually received. Not using the accurate received date may result in loss of department's delegated purchasing authority.

Do not wait for an invoice to complete an eReceiver. If your department requires an invoice for reconciliation prior to completing the Banner eReceiver, you may request a copy of the invoice from the vendor. Banner users can access and view scanned images of the vendor invoice via BDM (see the Office of Finance website for details). All invoices for eVA purchase orders shall be sent to Account Payable at invoice@odu.edu or mailed to the Office of Finance, Rollins Hall Room 2005, Norfolk, VA 23529.

PCard

PCard is the preferred method for processing transactions up to \$5,000. Contact Procurement Services for PCard training or guidance.

Authorization for Purchase Form (PA01)

The PA01 form is an authorization for purchase form used for goods and services less than \$500 when the PCard cannot be used.

The PA01 form can be used for:

- Prepayments up to \$500
- Aramark transactions which include alcohol or cannot be put on the PCard
- Springhill Suites
- Enterprise Rental
- CI Travel
- Government to Government transactions

The Authorization for Purchase form is located on the Procurement Services website.

Open Encumbrances

Open encumbrances should be reviewed on a regular basis by using the Organizational Encumbrance List (FGIOENC) screen in Banner.

Open eVA purchase orders with balances less than \$500 will automatically be liquidated and closed during the year-end process. If you have not completed a Banner eReceiver prior to the liquidation

and close of the encumbrances, departments are required to submit a paper receiving report to the Office of Finance. See the eReceiving Procedure located on the Procurement Services website.

Open encumbrances greater than \$500 will be encumbered in the new fiscal year. The encumbrance balances will be posted as commitments in the new fiscal year to be paid out of new fiscal year funds. There will be no change to the current fiscal year encumbrances.

Purchase orders may be closed or cancelled in Banner by following the appropriate process:

1. The goods or services have been received, invoiced, and paid for, and the encumbrance has a remaining balance. Refer to the Liquidation Procedure on the Procurement Services website.
2. The order has been cancelled. Refer to the eVA User Guide on the Procurement Services website regarding eVA purchase order cancellations.

Surplus Property

Procurement Services is solely responsible for the disposition of all assets and surplus property, especially those assets and surplus property with remaining trade-in value. Departments are responsible for recording the disposition of all surplus assets on the Property Control Equipment Turn-In Form. The Equipment Turn-In Form is located on the Procurement Services website.

Departments may not trade in assets or surplus property for credit toward the purchase of new and/or replacement equipment without advance approval by Procurement Services. For more information on fixed assets or retention of Equipment Trust Fund (ETF) please contact Fixed Assets Accounting at fixedassets@odu.edu.

Procurement Related Trainings

Procurement Services offers a variety of procurement related trainings. Registration for the trainings, or the links to the online trainings can be found on the Procurement Services website.

Here is a list of the trainings offered:

Online:

- SWaM Training
- Contract Administration Training

In Person:

- Procurement, eVA, & eReceiving Training
- PCard Training
- Contract Administration Training
- Department Specific Training
- Procurement Certificate Training

Questions or Additional Information

Procurement Services provides detailed monthly training for procurement, eVA, eReceiving and PCard on a monthly basis. Please contact Procurement Services at 683-3105 or procurement@odu.edu for more information to include upcoming dates and times.