

- 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 #2025121212, Line 1 (S) and Line 1 (D) 01.005(B)TR 00.00330.50.00**
on to include building and room number, department contact name, email, and phone number.

Header

Name

Line 1 ETF #2025121212, Line 2 ETF #2025121312
DELIVER TO: XYZ BUILDING, ROOM 123. Dept. Contact: Sue Smith (s2smith@odu.edu, 757-683-1234)

Line 1 ETF #2025121212, Line 2 ETF #2025121312

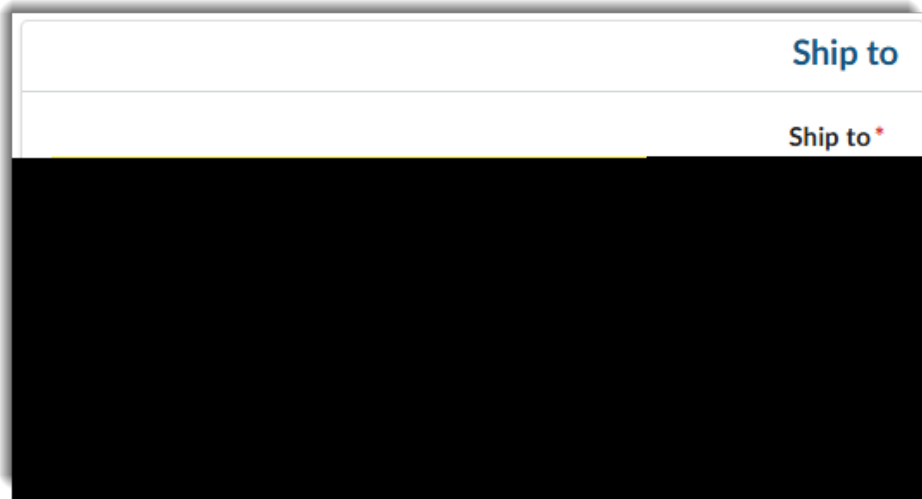
DELIVER TO: XYZ BUILDING, ROOM 123. Dept. Contact: Sue Smith (s2smith@odu.edu, 757-683-1234)

Comment 

'Ship To' Address:

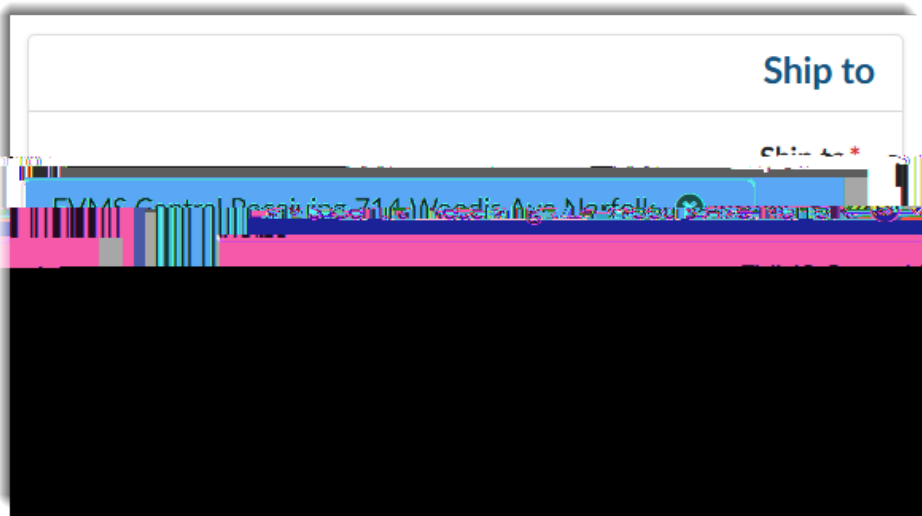
Main Campus:

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.



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.



Line

