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All of the Following Must Be Completed Prior to an eVA Account Being Issued.

**Expenditure Authorization**

Anyone serving as approver must have Budget authority for all Budget Codes prior to submitting an eVA Account Request Form.

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



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**

**Instructions:** Please select the appropriate access needed, which includes whether your account set up will allow you to Approve requisitions, Create requisitions, or both.

		(if not requesting Approver status, leave blank)	
Create Requisitions	<b>Name of Expenditure Approver:</b>		
	<b>Expenditure Approver Email:</b>		

List All Budget Codes for which you need access or approval permissions: (Use Separate Sheet if necessary.)

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By signing below as a Reviewer/Approver, I certify that my electronic signoffs will indicate that the specific goods and services requested are necessary for the University and that the specific goods and services requested are in the best interest of the University.

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BUD Signature



**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 Identification Numbers, Driver's License, State Identification, Social Security Number, Title IV (5d) (5c) Pd (a) (2) (i) (c) 1 (3) 50 (c) (A) V 2

eVA



eVA Acceptable Use Acknowledgement

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