

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 C Account Request Form.	Codes prior to submitting an eVA
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:	
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		eVA User Info	ormation				
First N	lame:		Last Name:				
Department:			Title:				
Email Address:			Office Phone:				
Ship to	o Address: (Default Add	Iress for Purchase Order Deliveries	s)	'			
Street	:						
Building Name:			Room Number:				
City:			St:	Zip:			
		eVA System Acce	ss Privileges				
	Instructions: Please sele	ect the appropriate access needed, wh Approve requisitions, Create			o will allow y	ou to	
		(if not requesting Approver status, leave blank)					
		Name of Expenditure Approver:					
	Create Requisitions	Expenditure Approver Email:					
List All Budget Codes for which you need access or approval permissions: (Use Separate Sheet if necessary.)							
D	in a halawaa a Daviswaa		:	-4 4b 'E'	.dd 5%	-4-	
By sigr	ning below as a Reviewer/	Approver, I certify that my electronic s	ignoms will indicate th	at the specific goo	as and selow	же	
			Γ Τ				
BUD S	ignature						



eVA Acceptable Use Acknowledgement



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) form public access, including among others Social Security numbers, Federal Third (Incompacts, TAID ac4, IDE) Daca(S. SaIV S1699) (Incompacts, TAID ac4, IDE) Daca(S. SaIV S1699) (Incompacts) (Incompa



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