eVA Access Request Form

To request or change eVA access, complete and submit this form and a signed eVA Acceptable Use Acknowledgement to the Purchasing Department:
Terri Cooper   tcooper@vsu.edu Fax #: (804) 524-5299

SECTION 1: Requester Information

Requester Name:	Title:
Department Name:	Dept ORG Code:
Email address:	Phone #:
Supervisor Name:	Supervisor Phone #:

SECTION 2: Access Information

☐ **Create** a new ID	Have you attended eVA Overview Training? ☐ Yes ☐ No
☐ **Change** existing ID _____	What is your role in eVA? ☐ Reports only ☐ end User / Buyer ☐ Approver of Requisitions
☐ **Deactivate** existing ID _____	ORGS for which you have expenditure authority: _____

SECTION 3: end User / Buyer Expenditure Limit

Expenditure limits are set to establish the dollar amount at which orders must be pre-approval? **Check one** of the boxes:

☐	$0 (all requisitions need approval).
☐	Requisition expenditure authority up to $1000.00
☐	None, I have full expenditure authority. No approvals are needed on any requisition which I submit. (Director and above only)

SECTION 3: Policy Acceptance

☐	Acceptable Use Policy has been reviewed and accepted	I have read, understood and will adhere to the *e*VA Acceptable Use Policy. I also acknowledge that I will report violations immediately to the COVA Entity *e*VA Security Officer, as well as the *e*VA Global Security Officer at eVAsecurity@dgs.virginia.gov.

SECTION 4: Authorized Signatures

Requester's Signature: _____	**Date:** _____
Supervisor's Signature: _____ **(Department Head or above)** I certify that the above named eVA User is authorized to make purchases on behalf of the University. I understand that all purchases placed in eVA, regardless of the dollar amount, require my approval in eVA.	**Date:** _____