

# Guide to Complete eVA User Application Using DocuSign

1. After signing into the eDocs Procurement page using your Single Sign On (SSO), click on the **eVA User Application** link.

## Procurement Forms

John Dixon (staff)

Sole Source or Proprietary Procurement Approval Request Form

eVA User Application

2. Once the DocuSign PowerForm is opened, type in your email along with your Supervisor's name and email and click the "Begin Signing" button.

Your Role:  
**Employee**

Your Name:

Your Email:

Please provide information for any other signers needed for this document.

Role:  
**Supervisor**

Name:

Email:

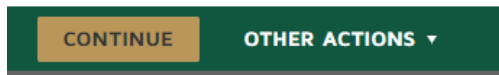
Role:  
**Procurement**

Name:

Email:

**Note:** Do not edit the "Procurement" role information as this is used to complete the approval flow.

3. After the DocuSign application loads, select the "Continue" button located in the top right of the screen



4. Under "User Information", complete the required blank red boxes

User Information	
Name:	John Dixon
E-mail:	jadixon@wm.edu
Phone #:	<input type="text" value="757-221-3957"/>
Banner ID:	930963671
Department:	<input type="text" value="Procurement Services"/>
Agency Name/Number:	<input type="radio"/> 204 - William & Mary <input type="radio"/> 268 - VIMS
SHIP TO address:	<input type="text" value="Procurement Services&lt;br/&gt;Facilities Management Building&lt;br/&gt;Lower Level&lt;br/&gt;115 Grigsby Drive&lt;br/&gt;Williamsburg, VA 23185"/>
BILL TO address:	<input type="text" value="Procurement Services&lt;br/&gt;College of William &amp; Mary&lt;br/&gt;P. O. Box 8795&lt;br/&gt;Williamsburg, VA 23187-8795"/>

5. Under “Expenditure Limit Approvals”, select the applicable option

**Expenditure Limit Approvals**

Complete if applicant's eVA transactions require mandatory electronic approval.  
Select one of the options below:

\$0 - all requisitions need approval  
 All requisitions need approval greater than \$   
 No additional expenditure limit approval is needed.

(Purchase requests over \$5,000 will automatically be routed to Procurement Services)

- a. *\$0 – all requisitions need approval* – All of the applicant’s eVA purchase requisitions, no matter the dollar amount, will require a designated expenditure limit approver (supervisor, business manager, etc.).
- b. *All requisitions need approval greater than \$\_\_\_\_\_* - eVA requisitions submitted by the applicant greater than the specified dollar amount will require a designated expenditure limit approver (supervisor, business manager, etc.).
- c. *No additional expenditure limit approval is needed.* – No additional approval will be required for any of the applicant’s purchase requisitions

6. If the applicant’s eVA purchase requisitions will require additional approval, please list the expenditure limit approver in the required field. If no additional approval is required, please enter “N/A” into the field.

Expenditure limit approver:

(Must have eVA account) Enter "N/A" if no approval is needed

7. Select the “Sign” button



8. Select the style of signature that best suits and then click “ADOPT AND SIGN” to apply the electronic signature

**Adopt Your Signature**

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Confirm your name, initials, and signature.

\* Required

Full Name\*  Initials\*

[SELECT STYLE](#)    DRAW

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PREVIEW [Change Style](#)

DocuSigned by:

752D44774530459...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN    CANCEL



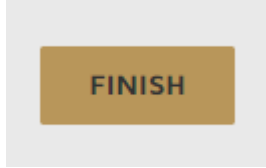
9. The application will then jump to the “eVA Acceptable Use Acknowledgment Form” for review and signature. Once the applicant has read through this form, select the “Sign” button to apply the applicant’s electronic signature.



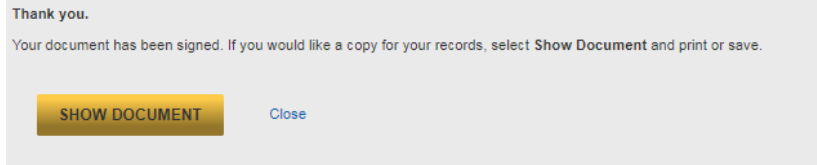
10. Next, the applicant will type their appropriate job title

Title:

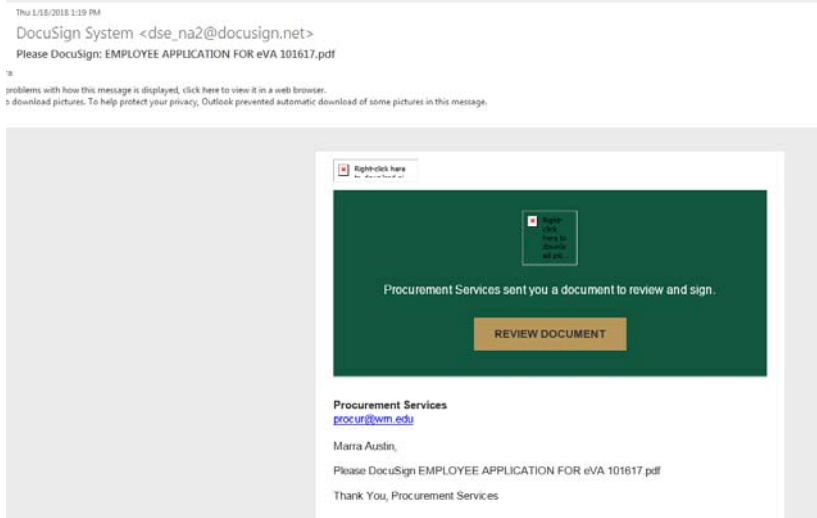
11. Select the “FINISH” button once all fields have been completed



12. The application will then be routed to the specified Supervisor for approval and signature



13. The Supervisor will receive an email to review and sign the submitted eVA application





14. Click the “REVIEW DOCUMENT” button in the email to open the DocuSign form

15. Select “CONTINUE”



16. Review the application and select “NEXT” to move to the signature line on the application

DocuSign Envelope ID: 34E58F89-9149-4944-87A8-9EF75ED0853D

### EMPLOYEE APPLICATION FOR eVA

**User Information**

Name: John Dixon E-mail: jadixon@wm.edu

Phone #: 757-221-3957 Banner ID: 930963671 Department: Procurement Services

Agency Name/Number:  204 - William & Mary  268 - VIMS

SHIP TO address: Procurement Services  
Facilities Management Building  
Lower Level 115 Grigsby Drive  
Williamsburg, VA 23185

BILL TO address: Procurement Services  
College of William & Mary  
P.O. Box 8795  
Williamsburg, VA 23187-8795

**Expenditure Limit Approvals**

Complete if applicant's eVA transactions require mandatory electronic approval.  
Select one of the options below:

\$0 - all requisitions need approval

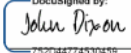
All requisitions need approval greater than \$ 500.00

No additional expenditure limit approval is needed.

(Purchase requests over \$5,000 will automatically be routed to Procurement Services)

Expenditure limit approver: Erma Baker  
(Must have eVA account) Enter "N/A" if no approval is needed

17. Select the “Sign” button to apply the digital signature

<p>DocuSigned by: </p> <p>752042774530459 User Signature</p> <p style="text-align: center;"><b>Sign</b> ↓</p>	<p>John Dixon</p> <hr/> <p>User Print</p> <p>Marra Austin</p> <hr/> <p>Supervisor Signature</p>	<p>1/18/2018   13:18:38 EST</p> <hr/> <p>Date</p> <p>1/18/2018   13:26:48 EST</p> <hr/> <p>Date</p>
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**Procurement Services Use Only**

User will require Sourcing & Contracting?  Yes  No

18. Select the “FINISH” button

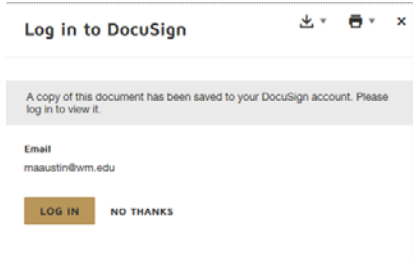
Title: e-Procurement Officer

Date: 1/18/2018 | 13:18:38 EST

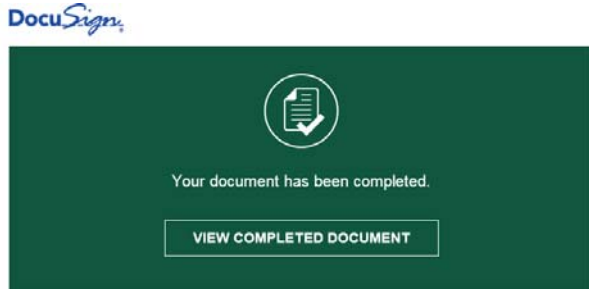
The eVA Entity's Security Officer shall maintain a copy of this form (hardcopy or electronic).

**FINISH**

19. Select "NO THANKS" to the Log in to DocuSign screen



- 20. The application will then be routed to Procurement Services where they will determine if Sourcing & Contracting is required then complete the application.
- 21. Once Procurement Services has finished, all applicable signers will receive a copy of the completed document via email



All signers completed Please DocuSign: EMPLOYEE APPLICATION FOR eVA 101617.pdf

DocuSign Envelope ID: 34E58F89-9149-4944-87A8-9E7F7E0D853D



**EMPLOYEE APPLICATION FOR eVA**

User Information		
Name: John Dixon	E-mail: jadixon@wm.edu	
Phone #: 757-221-3957	Banner ID: 930963671	Department: Procurement Services
Agency Name/Number: <input type="radio"/> 204 - William & Mary <input checked="" type="radio"/> 368 - VIMS		
SHIP TO address: Procurement Services Facilities Management Building Lower Level 115 Grigsby Drive Williamsburg, VA 23185		
BILL TO address: Procurement Services College of William & Mary P.O. Box 8795 Williamsburg, VA 23187-8795		
Expenditure Limit Approvals		
Complete if applicant's eVA transactions require mandatory electronic approval. Select one of the options below:		
<input type="radio"/> \$0 - all requisitions need approval <input checked="" type="radio"/> All requisitions need approval greater than \$ 500.00 <input type="radio"/> No additional expenditure limit approval is needed.		
<i>(Purchase requests over \$5,000 will automatically be routed to Procurement Services)</i>		
Expenditure limit approver: Erma Baker (Must have eVA account) <i>Enter "N/A" if no approval is needed</i>		
DocuSigned by: 	John Dixon	1/18/2018   13:18:38 EST
User Signature	User Print	Date
DocuSigned by: 	Marra Austin	1/18/2018   13:30:48 EST
Supervisor Signature	Supervisor Print	Date
Procurement Services Use Only		
User will require Sourcing & Contracting? <input type="radio"/> Yes <input checked="" type="radio"/> No		

DocuSign Envelope ID: 34E58F89-9149-4944-87A8-9E7F7E0D853D

**eVA Acceptable Use Acknowledgement Form**

**Possible Sanctions for Misuse**  
The eVA Global Security Officer may monitor, record and store information about the use of eVA. If such monitoring, recording, and storage reveal possible evidence of inappropriate, unethical, or illegal activity within eVA, the eVA Global Security Officer will contact the COVA Entity's eVA Security Officer regarding the alleged violations of this policy.

It is not appropriate to use eVA in a way that is detrimental to the normal operation of eVA. Penalties for misuse of eVA may include, but are not limited to, suspension of the use of eVA and referral to the appropriate local law enforcement agency for possible prosecution.

Upon detection of a potential violation, the eVA Global Security Officer will disable the eVA user account. The eVA user account will remain inactive until:

- 1) The eVA Global Security Officer has determined no violations exist or corrective action has been taken by the COVA Entity eVA Security Officer.
- 2) The COVA Entity's eVA Security Officer has notified the eVA Global Security Officer of the correction(s).
- 3) The remedial actions have been validated by the eVA Global Security Officer.

If corrective action is not taken at the COVA Entity level, the eVA Global Security Officer may:

- 1) Recommend to the DPS Director that an eVA user be permanently suspended from use of the system.
- 2) Report to the user COVA Entity's Director of Purchasing with a recommendation for disciplinary action.

**ACKNOWLEDGEMENT**

My signature acknowledges that I have read, understood and will adhere to the eVA Acceptable Use Policy. I also acknowledge that I will report violations immediately to the COVA Entity eVA Security Officer, as well as the eVA Global Security Officer at [efasecurity@idm.wm.edu](mailto:efasecurity@idm.wm.edu).

Signature:

Printed Name: John Dixon

Agency Name and Number: 204 - The College of William & Mary

Title: e-Procurement Officer

Date: 1/18/2018 | 13:18:38 EST

The eVA Entity's Security Officer shall maintain a copy of this form (hardcopy or electronic).

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