

**Tina Klaugh**

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**From:** Ryan Ferebee <ryan.ferebee@cnu.edu>  
**Sent:** Friday, May 22, 2015 4:12 PM  
**To:** Ryan Ferebee; Elizabeth Wardrop  
**Subject:** eVA and Small Purchase Charge Card (SPCC) Accounts

Dear eVA and SPCC Users,

The Office of Procurement Services is updating account information for all CNU faculty and staff who are:

- (1) Users and approvers of purchasing transactions entered into eVA
- (2) Users and reviewers/supervisors of SPCC accounts and transactions.

As part of this update, the Office of Procurement Services will be contacting eVA and SPCC account holders whose information appears to require updating.

***Please Note: Active SPCC account holders (SPCC cardholders and SPCC reviewers/supervisors) will be required to maintain an active eVA account.***

Your assistance in updating this information is greatly appreciated.

As always please do not hesitate to contact the Office of Procurement Services at 594-7553 or [procurement@cnu.edu](mailto:procurement@cnu.edu) if you have any questions or require assistance.

Sincerely,  
Ryan

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