

PROCESSING PAPERWORK – 03/24/2020

Property Management of IRP 1 (4111 Monarch Way) has temporarily restricted access to the building to access card holders only, so we will only be accepting paperwork via campus or US mail, both of which are collected daily. If you need to deliver anything directly to the Foundation please contact your Post-Award administrator or other Foundation contact to coordinate the delivery with the on-site staff.

Human Resources concerns or questions may be directed to Deidre Odom (757-683-7240 or dnodom@odu.edu) or Hope Fowler (757-683-7238 or hfowler@odu.edu) and e-PAS processing to Victoria Sexton (vxsexton@odu.edu).

You can scan or fax paperwork to the appropriate email* or fax number below and send originals in the mail stating that it has previously been scanned or faxed:

Requisitions for purchase: RFpurchasing@odu.edu

Travel/Reimbursements/receiving reports: RFInvoices@odu.edu

Timesheets: RFTimesheets@odu.edu

Fax: 757-683-5290

*Email is the preferred method to expedite processing.

US mail options are: PO Box 6369, Norfolk, VA 23508 or 4111 Monarch Way, Suite 204, Norfolk, VA 23508

We appreciate your cooperation during these unprecedented times. The Research Foundation continues to work diligently to serve the needs of the University and research community.