



WILLIAM & MARY

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OFFICE OF PROCUREMENT

August 2016

Welcome to Issue No. 4 of William & Mary's Office of Procurement quarterly newsletter! We'll be using this publication to keep you up to date on important changes to policies or procedures, new vendors on contract, tips and reminders and general items of interest. We have important things to share with you but, at the same time, we want to hear from you. If you have questions about procurement or suggestions for future newsletter articles, you can submit them through the following link: <https://forms.wm.edu/23116>
So, enjoy reading and let us hear from you!

PROGRAM ANNOUNCEMENTS

New SPCC Program Administrator

Please help us welcome Liz Gentry to the Procurement office! Liz joins Procurement from William & Mary's Office of Community Engagement where she worked for 6 years. Liz is a Williamsburg native. She lives in her hometown with her husband Van and their two daughters. She is an active member in her church and she enjoys sewing. Liz will be your new point of contact for SPCC questions, requests and account changes. Please feel free to contact her by phone at 757-221-2513 or email at megentry@wm.edu.



Announcing Buying@W&M

Procurement has developed the [Buying@W&M](#) web page to simplify purchasing at William & Mary. This site was developed to aggregate vendor and contract information. The site lists preferred and mandatory suppliers and should help you identify vendors in some of the most common commodity areas. We will continue developing this page as new sources become available and we welcome your input on page additions and improvements. Please feel free to complete our [Tribe Response form](#) located on the [Buying@W&M](#) page or contact Dave Zoll at 757-221-3953 or by email at djzoll@wm.edu.

Fixed Assets Move

To increase organizational efficiency, the Fixed Assets unit has moved from Procurement to Financial Reporting in the Williamsburg Professional Center on Mt. Vernon Avenue. While we are sad to see our friends move to a new department, we are excited for their new opportunity and know we'll keep in touch. We wish Nina, Faith, Annette, and Debbie the best of luck!

Tax Exemption: Business Meals and Exempt Forms

As announced by Financial Operations, the university is now exempt from tax applied to prepared foods, catering and related services when conditions stated in [their announcement](#) are met. Please be sure to [read the full announcement](#) for details on this tax exemption.

In addition, effective immediately, in-state tax exempt certification forms will no longer be produced by Procurement. Please contact [Cindi Fellows](#) in the [Tax Office](#) for both in-state and out-of-state exemption forms.

NEW PROCUREMENT CONTRACT

Enterprise Rent-A-Car

A new Enterprise/E&I contract has been implemented. The university will now pay the same rate for rentals throughout VA – including Northern Virginia and rates will be consistent throughout much of the continental US. Weekly rental rates have also been reduced. No changes need to be made to your Enterprise account numbers. We hope this new contract will provide your area with some efficiencies and savings throughout the years. More information on this contract is located on our [Enterprise Rental page](#). Please contact Sherrene Moore by phone at 757-221-3958 or email svmoor@wm.edu.

VENDOR HIGHLIGHT

Allstar Photobooth (M, S) SWaM certification # 713027

Do you have an upcoming business event where you are trying to find a memorable experience and giveaway that will make them look back and smile? Contact Allstar Photobooth, a locally-owned SWaM business that is ADA accessible and able to accommodate various size groups. AllStar is able to customize the photo print header to include your event's logo and title as well as having video messaging social media integration to get the event's hashtag trending! Allstar is also licensed and insured.

Check out their website or contact Tiffanie today.

757-932-0529

www.photoboothallstar.com

www.facebook.com/photoboothallstar

Want to check out for yourself how much fun a photo booth can be? Check out the photos from [W&M's 2016 Supplier Diversity Fair](#).

STAFF HIGHLIGHT



Kathy Mabe, CUPO, VCO, Senior Procurement Officer

Kathy is a Senior Procurement Officer whose commodities are related to all types of furniture and facilities equipment, supplies and services. Over the last year, she has executed 56 contracts for building trades and 3 for grounds maintenance for the Facilities Maintenance & Operations office. Also, during this time she has assisted FDPC with the ISC3, Tyler Hall and Zable Stadium renovation projects.

Kathy came to W&M in November 1996 as an entry level buyer from Christopher Newport University. She is an Air Force brat who spent much of her childhood living in Germany and returned home to family in central Virginia. Kathy and her husband Terry moved to Gloucester 3 years ago and she loves her new daily commute via the Colonial Parkway. Meet the whole Procurement team by viewing our [Staff Directory](#) page!

QUICK TIPS

eVA Vendor Update

Procurement would like to thank everyone for the recent changes to the vendor create process. While the process does require a bit of advance planning given the time it takes to get the vendors created, we hope you all are seeing a more efficient posting of the Banner encumbrances given the vendor creation is initiated earlier. A few tips to keep in mind when sending state-entered procurement vendor requests:

- Send the W-9 as a separate document and one per creation
 - Please do not send multiple W-9s in one file - we will send back and ask for the files to be separated.
 - Please do not include any other information in the file – no invoice, contract, etc.
- Review W-9/W-8 before submission – things to look for:
 - Complete and legible
 - All nine digits for EIN/SSN
 - Signed – electronic signatures are not accepted
 - A contact name listed

Please send procurement vendor create requests or inquiries to evavendor@wm.edu. Fiscal vendors (eVA exempt transactions) should be sent to apvendors@wm.edu.

UPCOMING TRAINING SESSIONS

The Office of Procurement provides monthly training for employees. All training sessions will be held in the Procurement conference room unless otherwise noted. Please contact the Procurement representative listed to register for training. This quarter's sessions are listed below.

September 2016

- September 1, 9:00am-11:00am - Procurement Process Training (Marra Austin maaustin@wm.edu)
- September 13, 10:00am – 12:00pm – SPCC Training (Liz Gentry megentry@wm.edu)
- September 15, 1:30pm – 3:30pm - eVA Training (Marra Austin maaustin@wm.edu)

October 2016

- October 6, 9:00am-11:00am - Procurement Process Training (Marra Austin maaustin@wm.edu)
- October 11, 10:00am – 12:00pm – SPCC Training (Liz Gentry megentry@wm.edu)
- October 20, 1:30pm – 3:30pm - eVA Training (Marra Austin maaustin@wm.edu)