



WILLIAM & MARY

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PROCUREMENT SERVICES

June 2017

Welcome to Issue No. 7 of the Procurement Services quarterly newsletter! 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> Enjoy reading and let us hear from you!

ANNOUNCEMENTS

TSRC Contract Utilization - Exclusive Use for Office Supplies and Quick Ship Furniture Program



William & Mary's contract with strategic source, The Supply Room Companies, Inc. (TSRC) is quickly becoming one of the most significant contracts institution- and Commonwealth-wide. Backed by the combined purchasing power of 8 of the 11 VASCUPP member institutions, aggregated spend of nearly \$5 million has driven-down product pricing and generated cost savings and revenue of nearly \$1 million. To date, the TSRC contract has resulted in over \$45,000 in revenue and cost savings for William & Mary.

Consolidated use of TSRC will further allow the university to drive down prices on high frequency purchases and improve overall discounts and rebates for the campus. The TSRC contract includes a best price guarantee on regular stock items. Non-catalog items may also be acquired upon request. To establish a TSRC account, contact Regina Shackelford at rshackelford@thesupplyroom.com. Please direct additional questions to Staci Longest at 757-221-3960 or by email at smlongest@wm.edu.

Procurement Services is also excited to announce a new quick ship furniture program with TSRC for basic office furniture. No VCE release is required for furniture orders of less than \$5,000 when ordered through TSRC. The program identifies several chairs, desks, and file cabinets that may be purchased at highly discounted pricing. These items ship within days, with some items arriving as soon as the next day. Procurement Services has a variety of samples available to view and test. Please visit our office located on the lower level of the Facilities Management building to see chairs and desk options, as well as speak with members of the Procurement Services team.



Testimonial - "The TSRC Furniture program has made furniture ordering a breeze. We are now able to get quality furniture at fantastic prices. Oh and we get it quickly too. IT [department] couldn't be happier with this program." - Kitty Smith, Business Services Manager for IT

Buying@W&M Update - Event Rental

Procurement Services is pleased to bring five new SWaM certified, event rental vendors on contract. Magic Event Rentals, Sharpe Pursuits, Special Events Entertainment, US Event Structures, and Williamsburg Event Rentals are now available to provide rental products for special events of any cost and size. Thanks are extended to those in Advancement, Athletics, Facilities Management, and University Events for their help in this process. Vendor contact information and a Special Event Pricing Matrix may be found in the Event Rental section of the [Buying@W&M](#) web page. Please direct event rental questions to John Hornback at 757-221-1579 or by email at jhornback@wm.edu.

Changes are coming to [Buying@W&M](#)! Keep an eye out for our easy to use procure-to-pay guide created in collaboration with Accounts Payable. Please contact Dave Zoll at 757-221-3953 or by email at djzoll@wm.edu if you have any questions or suggestions for the [Buying@W&M](#) page.



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Policy Update - Wireless Communications Policy and Procedures

Please be advised that the university's Wireless Communications Policy and Procedures have been revised. Updated policy and procedures may be accessed through the following link: [Wireless Communications Policy and Procedures](#).



STAFF SPOTLIGHT

Laken Marley, SPCC Program Administrator

Laken joins Procurement Services from William & Mary's Offices of Economic Development and Real Estate Services where she worked for 3 years in a Coordinator role. Laken was born and raised here in Williamsburg – in fact she was born at the Williamsburg Community Hospital where the School of Education currently exists. In her free time, she enjoys going to the beach, hanging out with friends and spending time with her almost 9-year-old boxer, Jodi. She is very excited to join the Procurement Services team as the new SPCC Program Administrator. Meet the whole Procurement team by viewing our [Staff Directory](#) page!

QUICK TIPS

SPCC Reminders - Reconciliation, Business Meal Documentation and Taxes

All transactions require a receipt or supporting documentation to be uploaded before signoff is completed (ex. detailed receipt, business justification, required travel documentation, IT approval, etc.). Cardholders and Approvers are responsible for ensuring that monthly reconciliation is completed by the 23rd of the month in which the cycle closes. Beginning July 1, all non-travel business meal purchases are required have the [SPCC Business Meal Form](#) attached to the transaction in Works to ensure that the transaction contains all of the required documentation. All food purchases, even those from grocery stores, should have this form attached. Also remember that we are tax exempt on prepared foods, so be sure to advise vendors of our tax exempt status before providing the SPCC for payment. If sales tax is incorrectly charged, it is the cardholder's responsibility to obtain a refund. Please see the [SPCC Policy and Procedures](#) for more on policies and procedures. Contact Laken Marley at 757-221-2513 or lmarley@wm.edu with SPCC questions.

UPCOMING TRAINING SESSIONS

Procurement Services 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.

July 2017

- July 11, 9:00am – 11:00pm – SPCC Training (Laken Marley lmarley@wm.edu)
- July 13, 9:00am–11:00am – Procurement Process Training (Marra Austin maaustin@wm.edu)
- July 20, 9:00am – 11:00pm - eVA Training (John Dixon jadixon@wm.edu)

August 2017

- August 3, 9:00am –11:00am – Procurement Process Training (Marra Austin maaustin@wm.edu)
- August 8, 9:00am – 11:00pm – SPCC Training (Laken Marley lmarley@wm.edu)
- August 17, 9:00am – 11:00pm – eVA Training (John Dixon jadixon@wm.edu)

September 2017

- September 7, 9:00am – 11:00am – Procurement Process Training (Marra Austin maaustin@wm.edu)
- September 12, 9:00am – 11:00pm – SPCC Training (Laken Marley lmarley@wm.edu)
- September 21, 9:00am – 11:00pm – eVA Training (John Dixon jadixon@wm.edu)