I hear there’s a new contract at W&M. Where can I find more info?

The **Contract Portal** is your one-stop shop for finding new or established contracts at W&M. Not sure of the exact spelling of a contractor name? Search fields include drop down menus in several categories for easy searching. A keyword search will also return any contract with the keyword in the contract name. For example: A keyword search for “bus” will return results for “bus transportation” and “business cards”.

Visit us at [www.wm.edu/offices/procurement](http://www.wm.edu/offices/procurement)

Questions or Comments? Call 757-221-3952 or email procure@wm.edu
New Bus Transportation Contracts

Starting January 1, 2019, W&M will utilize recently awarded cooperative contracts with these transportation companies for charter bus services for the Athletics & campus wide departments of W&M and VIMS:

Agape Travel and Tours
James River Bus Lines
Oleta Coach Lines, Inc.
Venture Tours, Inc.

For more info on these contracts, visit the W&M Contract Portal.

Recent Contract Activity

Recent Contract Activity

In Progress

- Athletic Software/Recruitment and Compliance
- Recycling & Waste Removal
- Powerwashing
- Carpet & Upholstery Cleaning
- Photographers, Writers
- Student Summer Storage RFP

In Progress (cont’d)

- Fire Suppression Systems Maintenance

Coming Soon

- Museum Conservation & Display Services
- Photographers, Writers, Videographers

eVA Purchase Order Prefix Change

Due to recent updates eVA has made, the prefix on eVA Purchase Orders where a PCard is not being used will change from DO (Direct Order) to EP (Electronic Procurement) as of November 5, 2018. This change will not impact any previously issued POs where a change order will be generated, as those orders will continue to have the DO prefix. All new encumbrances in Banner will now read E##### instead of D#####. Again this is only for new eVA POs where the “Use PCard” option is not selected. If you have any questions, please contact John Dixon or Marra Austin. Below is an example of a current purchase order and what to expect following the change:

SPCC - Question of the Month

Question: I recently accepted another position at William & Mary. What should I do with my SPCC before I leave my current department?

Answer: In most cases, the account will need to be closed and the SPCC shredded when a cardholder changes departments within W&M. All transactions will need to be reconciled by both cardholder and approver as well. If a SPCC is required in the new position, a new card can be ordered. It is also important to let Procurement know if you change positions within the same department and the SPCC will no longer be needed in the new position.

What’s new with ATG?

To date, America To Go orders exceed $365,000 with more than 1,100 transactions that did not require SPCC reconciliation, Vendor Payment Request paperwork or reimbursement of personal funds. There are currently 49 active menus on the portal with more in process. See our website for more info.

Local Lodging

W&M has contracted with local hotels and B&B’s to offer greater value to the university community. For business-related lodging, contract terms include direct billing and special pricing. Friends & family visiting W&M may use these contract partners, with special rate codes on the friends & family webpage.

Upcoming Training Sessions

Please log into Cornerstone to register for the session(s) you are interested in attending.

December 6, 9:00 - 11:00 a.m. - Fundamentals of Procurement
December 11, 9:00 - 11:00 a.m. - SPCC
December 20, 9:00 - 11:00 a.m. - eVA

How do I make a purchase...? Check the P2P Matrix as your first stop: https://procuretopay.wm.edu/