How Do I Find Out If a Vendor’s Contract Has Expired?

The Contract Portal is a great resource for checking the expiration date for a contract. To get started, find your contract by searching one of the six different search fields. Once you have the contract pulled up, you are able to determine the Renewal Date, Renewals Remaining, and the Final Expiration for the contract.

Visit us at [www.wm.edu/offices/procurement](http://www.wm.edu/offices/procurement)  
Call 757-221-3952 or email procure@wm.edu
Recent Contract Activity
To see current solicitations in eVA, click here.

In Progress
- Local Lodging
- Athletic Trainer
- Electric Motor & Water Pump Repair and Replacement
- Photographers, Writers, Videographers
- Healthcare Services

Recently Awarded
- Food Truck Services
- Consulting Services
- Pouring Rights

Coming Soon
- IT Contractors
- Highland Exhibition

VHEPC Update
Special thanks to Ryan Balber for spending the day with the Procurement team to discuss sourcing and Virginia Higher Education Procurement Consortium!

New Forms Page
The Finance Forms & Instructions page is live! This page is intended to be a “one stop shop” for all Finance related forms aggregated on one page. Since forms will be revised on an ongoing basis, please do not archive forms on your local hard drive. Users may access the forms page by visiting: https://finopsforms.wm.edu/. New and updated forms have been added!

SPCC Question of the Month
Question: I have a purchase that I would like to split between State and Local funds. Do I have to make two individual purchases on the SPCC, or is there a way to divide the purchase in Works so I can process it as one transaction?

Answer: The purchase should be completed as one transaction on the SPCC. In Works, there is an option for Multiple Index Allocation within the transaction. For step-by-step instructions, log-in to Cornerstone and search SPCC Multiple Index Allocation in the Search bar. On the Training Details page under Resources, click on Multiple Allocation Training which will take you to the PowerPoint including voiceover.

eVA Training Videos
Attention eVA users! There are now supplemental training videos loaded into Cornerstone to help guide eVA users on how to create, change, and approve eVA requisitions. Search for these videos by entering “eVA basic training” into Cornerstone’s search field, then select the option with the stacked books (shown left). Please contact John Dixon for any questions or issues regarding these trainings.

What’s new with ATG?
In the first year, America To Go orders reached $1,700,000 with over 3,600 transactions that did not require SPCC reconciliation, Vendor Payment Request paperwork or reimbursement of personal funds. There are 66 active menus on the portal, and the latest menu update is Moe’s Southwest Grill Williamsburg.
Visit the ATG homepage for more information on ATG, including frequently asked questions and more.

Feedback Survey
Let us hear from you! Do you have feedback on the Procurement Services newsletter, or other procurement related comments? Do you wish to see specific topics addressed in future editions? We welcome you to take our new Feedback Survey and let us know what’s on your mind.

Upcoming Training Sessions
Please log into Cornerstone to register for the session(s) you are interested in attending.
August 1, 9:00 - 11:00 a.m. - Fundamentals of Procurement
August 15, 9:00 - 11:00 a.m. - eVA Training
August 20, 9:00 - 11:00 a.m. - SPCC Training

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