



PROCURE-TO-PAY NEWSLETTER

William & Mary Supply Chain Services

November 2023

Bulk Water Ordering - America To Go

Auxiliary Services and William & Mary Catering have worked together to now provide bulk water purchases in America To Go (ATG). Bulk water orders of up to 15 cases must be placed by 5:00 p.m. Monday for Friday pickup at the Sadler Center loading dock. Orders placed after Monday may be picked up the following Friday. ATG orders must be confirmed and approved by 1693 Catering prior to water pickup. Bulk orders of 15 cases or more should be purchased through Pepsi in buyW&M. Example of bulk water options:

William & Mary Dining Services (select time and location to order) print

search menu

BOTTLES

Theme Buffets

Descriptions - Power Lunch

Salads

Create Your Own Buffet

HORS D'OUVRES

Reception Hors D'Oeuvres (Hot)

Reception Hors d'oeuvres

Bulk Water

Bulk water orders of up to 15 cases must be placed by 5:00pm Monday for Friday pickup at the Sadler Center Loading dock. Orders placed after Monday may be picked up the following Friday. ATG orders must be confirmed and approved by 1693 Catering prior to water pickup. Bulk orders of 15 cases or more should be purchased through Pepsi in Buy W&M

<p>16.9 oz Aquafina \$10.34</p> <p><i>Per case of 24. Up to 15 cases. Pickup at Sadler Center loading dock.</i></p> <p>20 oz Aquafina \$17.14</p> <p><i>Per case of 24. Up to 15 cases. Pickup at Sadler Center loading dock.</i></p>	<p>16 oz Aquafina Alumitek \$28.87</p> <p><i>Per case of 24. Up to 15 cases. Pickup at Sadler Center loading dock.</i></p>
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Order Delivery Reminder for Holiday Break

As a reminder with the upcoming holiday break, please place orders in a timely manner to ensure all goods are delivered in time before the university closes. Be on the lookout in the Digest for open hours of the W&M Post Office during this time frame. The university will be closed starting Friday, December 22 through Monday, January 1, 2024. Please note TSRC will not be making deliveries during the winter break; orders placed after Dec. 21st will be delivered on Jan. 2nd. If your department needs to pick up mail over winter break, email wmpostoffice@wm.edu to coordinate dates and times.



W&M Supply Chain Services was honored to attend [SWaMfest 2023](#). This year's event was a great success!

Recent Contract Activity

For a list of current solicitations, [click here](#).

Recently Awarded

Strategic Support Services:

- Berry Dunn McNeil & Parker, LLC
- One Sixty Over Ninety LLC
- 65 West Holdings Corporation
- Greensky Development Group
- Ben Allegretti Consulting Inc
- Chesapeake Environmental Communications
- Corrin & King Business Strategies LLC
- Deloitte Consulting LLP
- Guidehouse Inc
- Huron Consulting Services LLC
- Impact Makers, Inc.
- InProcess Consulting LLC
- Jones Lang LaSalle Americas, Inc.
- K L Scott and Associates LLC
- Kennedy & Company Education Strategies
- Porter Khouw Consulting
- Dick Jones Communications LLC
- Richard Harrison Bailey, Inc.
- Twenty39 LLC
- Walker Consultants

In Progress

- Move Management Services
- Comprehensive Plan Consultant
- Financial Aid Modeling

Coming Soon

- Print Management Service
- Trades, Open Enrollment for General Maintenance
- Strategic Print Services

December 2023 Closing

Please find the Financial Operations December 2023 Closing Instructions [at this link](#).

Guidance on Gift Policy

Under state law, a university employee may not accept any gift, even of nominal value, that tends to influence an employee in the performance of their university job. It is prohibited to accept gifts from current or potential vendors. Gifts from other sources (colleagues, professional networks) may be permitted if the gift is valued at less than a specific dollar amount. Disclosure of the acceptance of non-vendor gifts to you as a university employee to the Conflict of Interest Committee is required under the Conflict of Interest Policy. Questions? Email procure@wm.edu

Reminder: Business Meal Policy—Holiday Gatherings

This is a reminder that Holiday Gatherings and Parties are not allowable under the business meal policy—Appreciation Events. A department can have a holiday gathering; however, it cannot be funded by the university through ATG, Chrome River, SPCC, or buyW&M. Please review the [business meal policy](#) and reach out to the Travel Office with any questions.

buyW&M Office Hours & Help Desk

For help with buyW&M in specific scenarios, buyW&M office hours are held on the last Wednesday of every month from 3:00—4:00p.m. Join the office hours through this [Zoom link](#). Need assistance with buyW&M right away? Please submit issues and questions to the buyW&M Help Desk <https://go.wm.edu/V5GyX2> or call the help line 757-221-3954.

Construction Corner

[Renovation of Monroe Hall](#) is expected to be completed by July 1, 2024.

[Muscarelle Museum](#) is scheduled to complete October 2024.

[Integrated Science Center—Phase 4](#) is scheduled to complete August 2025.

[Jamestown East Residence Hall](#) is scheduled to be completed Fall 2025.

[West 1 Housing & Dining](#) (5 buildings) is scheduled to be completed Fall of 2025.

[Chesapeake Bay Hall](#) at VIMS is schedule for completion August 2024.

Admissions Lobby and Swem Library Ground Floor projects are underway.

Supply Chain Resources

- [Procure-to-Pay Matrix](#)
- [Finance Forms & Instructions](#)
- [buyW&M User Guides](#)