



PROCUREMENT SERVICES

Newsletter

June, 2018

Save the Date: Procure-to-Pay Forum

The next Procure-to-Pay Forum will be held Tuesday, October 30, 2018, at the Sadler Center Commonwealth Auditorium from 10:00 a.m. - 12:00 p.m. Find the latest news in Procurement Services, Accounting Operations, Office of Sponsored Programs, and Auxiliary Services, plus have the chance to ask questions and give feedback on our processes. More information on this event coming soon!



New Contract: Lodging

W&M has contracted with local hotels to offer greater value to the university community. The contract terms include direct billing, special pricing with some hotels at per diem rates or better based on the group size and time of year booking, and a revenue share paid back to W&M. This option is only available for W&M students, faculty, staff, and guests when the stay is in conjunction with official W&M business. W&M guests who are booking lodging may be eligible for discounted prices at the discretion of the lodging provider. Guests should use special code WM1693 when booking rooms. [Mariellynn Maurer](#), Director of Conference Services, will act as the W&M point of contact for all of our hotel partners. Kudos to members of the RFP evaluation committee who helped secure this first-time partnership for local lodging: Mariellynn Maurer, LaDonna Jarvis, Nate Engelhardt, and Liz Kiewiet. For a list of partnership hotels, visit the [Local Lodging webpage](#).

What Is Happening with America-To-Go “ATG” Catering Solution?

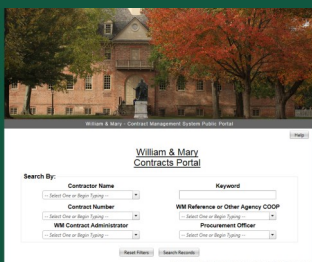
Procurement Services, Financial Operations, Auxiliary Services, and IT are working closely with ATG to launch a new system for catering orders. Originally targeted to roll out for mandatory use on July 1, portal development has delayed the project. William & Mary’s online portal should be available in late June with additional program dates to be announced. Training has been tentatively scheduled for July 9th and 10th; time and location will be posted in the Digest. Additional training sessions can be scheduled for July 26th, 27th, and 28th for anyone unable to attend.

There are currently 33 local caterers and area restaurants signed up for the program. More information to come on those caterers and next steps for W&M. For questions, contact Dave Zoll at djzoll@wm.edu.

Contract Questions?

Have a question on a specific W&M contract? Finding answers has never been easier with the new [Contract Portal](#).

From the Contract Portal home screen, simply search contracts by one of six search fields, including Contractor Name, Contract Administrator, and Procurement Officer. For help using the Contract Portal, email procur@wm.edu.



Website: www.wm.edu/offices/procurement
Questions or Comments? Call 757-221-3952 or email procur@wm.edu



Team Retreat

The Procurement Services team recently held a retreat to focus on our strategic plan and goals for FY19. Thank you to Babs Bengtson and the folks at Launchpad in Newtown for helping to make it such a special day!

Recent Contract Activity

In Progress

- Paving Services
- Recycling & Waste Removal
- Strategic Print
- Athletic Consulting
- Athletic Software/Recruitment and Compliance
- Lighting fixtures - MNTC
- Special Event Media Production Services

Questions? Please contact
Staci Longest at smlongest@wm.edu

Recently Awarded

- Sponsorship/Multimedia Rights
- Enterprise CSM Software
- Wren Painting
- Temporary Bleacher Rental
- Remote Storage

Coming Soon

- Photographers, writers
- Pouring Rights
- International Student Travel Insurance



TSRC Deliveries in July

Due to the modified W&M campus office hours in the month of July, orders placed with The Supply Room Company (TSRC) on Thursday may not be delivered until Monday. Orders placed on July 3rd will be delivered the following week due to the holiday closing.

Enterprise CSM Software RFP

Procurement Services would like to wish a special thank you to the evaluation committee for the Enterprise Career Services Management Software RFP: Mike Caldwell, Phil Heavilin, Dave Gilbert, Mike Ende, and Corinne Picataggi. Kudos for your hard work on this project!



SPCC - Question of the Month

Question: My department would like to purchase gift cards for certain employees and students in the office as recognition for exemplary service. Am I allowed to use my SPCC for this?

Answer: No. Gift cards are not an allowable expense on the SPCC. Gift cards include, but are not limited to: cash, vouchers, gift certificates, or vendor credits. For more information, visit the "Gifts (Non-Cash), Awards and Recognition for Students & Employees" section of the [Small Purchase Matrix](#).



eVA - Tip of the Month & Special Announcement

If it is determined that the total cost of a purchase order is less than what was originally placed, please create a change order and reduce the PO to the final total cost. For example: A blanket order is placed with a vendor for \$10,000 at the beginning of the fiscal year. At the end of the fiscal year, the total amount to be paid to this vendor is \$7,000. A change order will be created to reduce to PO from \$10,000 to \$7,000.

eVA Users: Unless there is an emergency, please do not process (submit or approve) any eVA orders on Friday, June 29th, or Saturday, June 30th in order to help with the Banner encumbrance roll over process in preparation for the start of the new fiscal year. Please contact procur@wm.edu if you have any questions or concerns.

Upcoming Training Sessions
Please log into [Cornerstone](#) to register.

July 10, 9:00 - 11:00 a.m. - SPCC
July 17, 9:00 - 11:00 a.m. - eVA

July 19, 9:00 - 11:00 a.m.
- Procurement Processes

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