



PROCUREMENT SERVICES

Newsletter

April, 2019

W&M Supplier Diversity Fair

The 6th annual William & Mary Supplier Diversity Fair was a big success! Thank you to all in the W&M community who attended this event, and thank you to our suppliers for helping to make this year's Fair a fun and rewarding event. The Supplier Diversity Fair is always a great opportunity for local and diverse businesses to meet face-to-face with W&M. In fiscal year 2018, W&M expended more than \$50 million to SWaM businesses.

Do you have feedback on this event? We would love to hear it! Email procure@wm.edu.



eVA/W&M Supplier Training

Do you know a Supplier who would like to do business in the Commonwealth of Virginia, become eVA registered, or learn more about achieving SWaM certification? How about doing business with William & Mary?

The next eVA/W&M Supplier Training will be conducted on Thursday, May 23, 2019, 9:00 a.m. - 12:30 p.m. in Procurement Services. This session will provide an overview of the Commonwealth of Virginia purchasing processes, including purchasing policies that affect how buyers use the eVA system to purchase goods and services. To learn more information and to register, [visit our website](#).

Encumbrance: E2986993 Encumbrance Period: All

Supplemental Data FGIENCD 9.3.4 (PROD)

SUPPLEMENTAL DATA Insert Delete

* = Required

PO Contract Number	Comment
	7058821-06JC

PO Contract Number is added by eVA import process.

Including Contract Number on Purchase Orders

The contract number listed on eVA Purchase Orders can now import into Banner! Please ensure that the correct contract number is listed on all line items of your eVA Purchase Requisition so contract utilization spend can be tracked. Please contact Procurement Services at procure@wm.edu if you need help with locating a contract number or if you have any questions regarding this enhancement. Thank you to Kathy Baldwin in IT for her help on this project!



FY19 Year End Closing

The closing schedule and deadline dates for Procurement Services and Financial Operations are [available to view online](#). Documents received by the deadline dates will be processed in the 2019 Fiscal Year.

Have You Seen the New Forms Page?

Your "one stop shop" for all Finance related forms is now aggregated on one page! Users can access the Finance Forms & Instructions page by visiting <https://finopsforms.wm.edu/> or by clicking the Forms link on the Procurement Services home page.

WILLIAM & MARY Finance Forms & Instructions

Form Name	Department	Type	Purpose / Description	Instructions	Contact	Phone
Acknowledgment of Financial Responsibility Form	Financial Operations	Reimbursable & Collaborative	Acknowledgment of Financial Responsibility	Required of all online MBA, MSBA, and Graduate Education students upon enrollment in their program, and by employees when requesting a Travel Advance through Citrus River	Terry Janel	757-221-1227
Bank of America SPDC Application	Procurement	SPDC	Required to request a Small Purchase Charge Card (SPCC)	Guide to Complete SPDC Application Using Knowledge	Loren Minsky	757-221-2813
Banner Cash Form 1085	Financial Operations	Data Control	W&M Cash Receipts and Disbursements Form	N/A	Sherry Berry Joyner	757-221-2856



Visit us at www.wm.edu/offices/procurement
Questions or Comments? Call 757-221-3952 or email procure@wm.edu



Bank of America Card Summit

Laken Marley and Dave Zoll recently represented W&M at the 10th Annual Bank of America Card Summit on March 21 in Richmond.

Recent Contract Activity

To see current solicitations in eVA, [click here](#).

In Progress

- Music Int'l 2020 Tour
- Integrated Pest Management
- Food Truck Services
- Museum Conservation & Display Services
- IEC HVAC Equipment
- Consulting Services
- Pouring Rights

In Progress (cont'd)

- Piano Loan Program
- Cashiering System

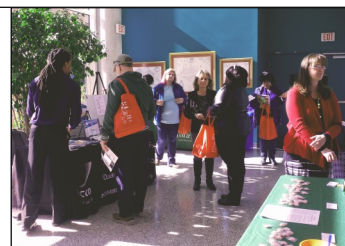
Coming Soon

- Photographers, Writers, Videographers
- Hotel Open Enrollment
- Motor/Mechanical Repair
- Healthcare w/VWSE

TSRC Open House at VIMS & W&M

Procurement Services recently hosted open houses for [TSRC](#) (The Supply Room Companies) at VIMS and W&M. Thank you to TSRC, Quartet, Post-It, and Fellows for making this a fun and informative event.

Want to check out TSRC Quick Ship office furniture options any time? Visit our showroom in the [Procurement Services office](#) any time during business hours.



William & Mary Contracts Portal			
Contract Name (Keyword)	Contractor	Contract #	Procurement Officer
Promotional Products	Bright Ideas	COOP19-1999	Kinkead, Rebecca rkinkead@wm.edu
Promotional Products	ID America	COOP19-2086	Kinkead, Rebecca rkinkead@wm.edu
Promotional Products	TK Promotions Inc	COOP19-2001	Longest, Staci stlongest@wm.edu
Promotional Products	WKG Global Enterprises, Inc. dba A Logo for you	COOP19-2004	Kinkead, Rebecca rkinkead@wm.edu

Promotional Product Contracts

Promotional product contract suppliers are published on the [W&M contract portal](#). The four contractors are all certified SWaM businesses and all approved W&M licensed suppliers. For questions on licensing, contact Eden Harris, erharris@wm.edu.

Barnes & Noble is your local source for promotional products (ask about the campus discount for departmental purchases). For more information, contact Susan Lemerise, slemerise@wm.edu.



SPCC Question of the Month

Question: The credit card terminal at the vendor is requesting my PIN number. I'm not sure of my PIN, so can I just bypass entering it?

Answer: No. If the credit card terminal prompts for a PIN number to be entered, you must enter your PIN to complete the transaction as well as for added security. As more vendors move over to chip and PIN enabled terminals, the ability to bypass entering a PIN is being eliminated, so it is important to know your PIN. If you are unsure of your PIN number, please contact lmalley@wm.edu for assistance on how to retrieve your PIN.

What's new with ATG?

[America To Go](#) orders now exceed \$1,250,000 with nearly 3,000 transactions that did not require SPCC reconciliation, Vendor Payment Request paperwork or reimbursement of personal funds. There are 57 active menus on the portal, and our newest menu is Carrabba's Italian Grill. See our [website](#) for more info.



Contest Winner

The Biology Department is the lucky winner of the office chair door prize offered by [TSRC](#) during the 6th Annual W&M Supplier Diversity Fair. Thank you to all who attended this event!

Upcoming Training Sessions

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

May 2, 9:00 - 11:00 a.m. - Fundamentals of Procurement
May 14, 9:00 - 11:00 a.m. - SPCC
May 9, 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/>