



PROCURE-TO-PAY NEWSLETTER

William & Mary Procurement Services & Accounts Payable

December 2021



Pardon Our Dust — We're Moving!

William & Mary Procurement Services and Accounts Payable are combining offices! Beginning in January 2022, both departments will be on the W&M campus in the current procurement office located at 115 Grigsby Drive, Williamsburg, VA 23185. Find us on the [campus map](#) as building #238, the Facilities Management building, lower level. Contact information, including office telephone numbers, will remain unchanged.

Supply Chain Reminders

As you all are experiencing in your personal lives, the global and US supply chain still remains disruptive due to the staffing shortages and transportation issues for supplies and parts. Please be mindful when planning your needs for your department and ensure that you are submitting orders and requests in adequate time to receive your goods and have services scheduled. Also, please make a concerted effort to ensure prompt and accurate communication and payment submittals to vendors as it is essential for W&M to be good partners with our vendors at all times and especially in this current climate.

Reminder for eVA PO Invoices Submitted Into buyW&M

The last day to submit an invoice against an eVA PO in buyW&M is 1/31/22. eVA PO invoices needing to be submitted starting 2/1/22 on will require an eVA change order to close out the PO and the purchase order must be recreated for the remaining amount in buyW&M. After 1/31/22 all eVA PO's must be closed out within 30 days.

December Closing Instructions

Find the Financial Operations calendar year-end closing and holiday schedule here: <https://www.wm.edu/offices/financialoperations/announcements/123121closing.php>



Holiday Gift Reminders

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

