

PROCURE-TO-PAY NEWSLETTER

William & Mary Supply Chain Services

January 2024



New Fastenal buyW&M Punchout

W&M recently partnered with Fastenal for onsite support in Facilities Management's warehouse. In order to process the Fastenal orders under this new agreement, W&M implemented the new Fastenal direct punchout. Please use this punchout moving forward for all Fastenal related orders.

ATG Reminders

Please see a few reminders for ATG orders as we head into the spring semester:

- ATG orders cannot be placed and approved by the same person. If you are the ATG Approver on the Index used, another individual should place the order, so the order will route to the correct Approver.
- If there are 10 or less attendees at the meal, the FULL name and affiliation to W&M must be included on the order.
- If the meal exceeds allowable per diem, a specific business justification for exceeding per diem must be included on the order.

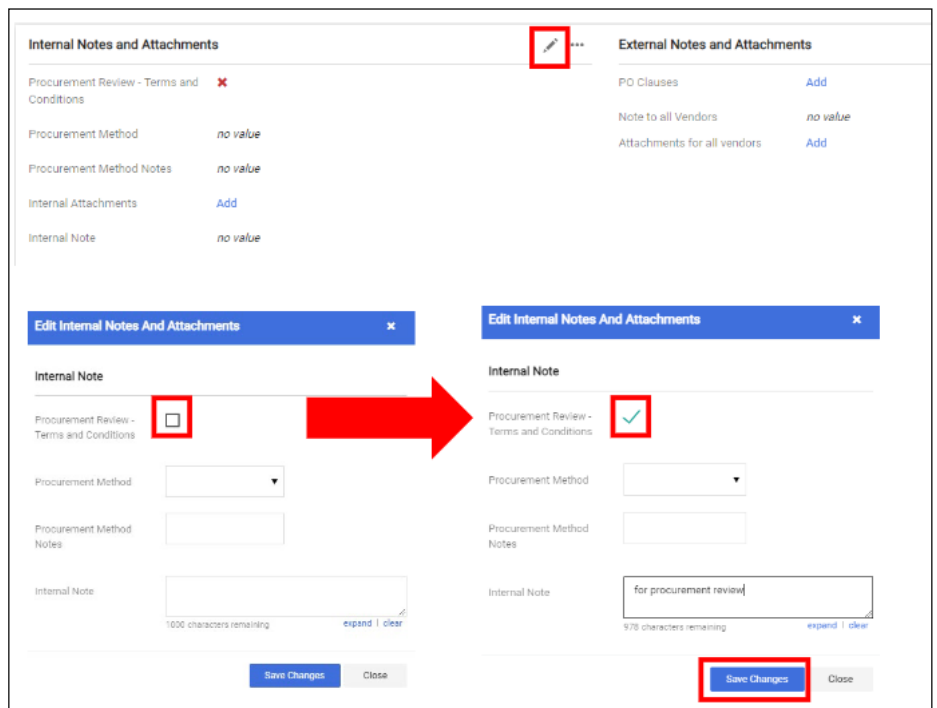
SPCC Reminder - W&M Bookstore

As a reminder, the SPCC is not to be used at the W&M Bookstore. This vendor is in buyW&M and all payments need to be invoiced and processed through the system. For questions, email procure@wm.edu

Procurement Approvals for Requisitions \$10K and Under

buyW&M Tip– If the request you are submitting is within delegated authority (\$10,000 and under), you are able to check the box for Procurement Review that will have the request routed to Procurement Services for approval. Example at right.

Note: Only use this option if the total of the requisition is \$10,000 and under.



The screenshot shows two side-by-side views of the 'Internal Notes and Attachments' form. The left view shows the 'Procurement Review - Terms and Conditions' checkbox unchecked. A red arrow points to the right view, where the same checkbox is checked. A red box highlights the 'Save Changes' button at the bottom right of the right view.

Recent Contract Activity

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

Recently Awarded

- Move Management Services:
 - Endeavor Initial Outfitting
 - Jones, Lang, LaSalle Americas, Inc.
 - Proven Management
 - Richmond Commercial Services
 - Turner & Townsend Heery
- Financial Aid Modeling: EAB
- Strategic Support Services:
 - Berry Dunn McNeil & Parker, LLC
 - One Sixty Over Ninety LLC
 - 65 West Holdings Corporation
 - Greensky Development Group
 - Ben Allegretti Consulting Inc

- Strategic Support Services (cont'd):
 - 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

- Comprehensive Plan Consultant

Coming Soon

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



Update to buyW&M Office Hours

buyW&M Office Hours will now be held on the last Wednesday of January, April, July, and October. Office hours will be announced in the Digest.

SPCC FY24 Annual Training for Cardholders & Approvers

To remain in compliance with William & Mary's small purchase charge card (SPCC) program, all cardholders and approvers are required to complete annual training. Procurement Services has developed a training in Cornerstone to meet this requirement for fiscal year 2024. Cardholders and Approvers can access the course by logging into [Cornerstone](#) through William & Mary's Central Authentication Service (CAS). Once logged into Cornerstone, the training will be available by navigating to your Transcript. Please use the attached instructions to log in and access the course materials. This training consists of a self-paced PowerPoint presentation. The training should take less than 30 minutes of your time, and completion will be recorded in Cornerstone, so you do not need to email me once you have completed the training. Please complete the training no later than **Friday, February 9th, 2024**. You must complete the training by the deadline to ensure your card and/or approver responsibility remains active. If you will no longer be a cardholder or approver, please contact bladiou@wm.edu to cancel the card and/or reassign permissions.

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.

[Dillard—Practice Field](#) project is scheduled to be completed April 30, 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](#)