

Procure-to-Pay Newsletter

July 2025



Contract Signature Authority Reminder

Reminder: Only individuals with written delegated signature authority can sign vendor contracts!

The [Contract Signature Authority Policy and Procedures for Procuring Goods and Services](#) classifies individuals that are authorized to sign university procurement contracts. This policy reflects the university's efforts to streamline processes, optimize contract negotiations, provide appropriate legal review and reduce potential liability for the university and individuals who contract on its behalf. The policy also reflects role-based contract signature authority levels, leverages buyW&M system capabilities and workflows, creates consistency across departments and reduces the number of signatories on goods and services procurement contracts. If you have any questions or comments regarding this notification or signature authority as it relates to procurement contracts, please contact procure@wm.edu for assistance and guidance.

Delegated authority will require additional training as it relates to the new policy and process for contracts. Information regarding training will be sent separately.

SPCC Office Hours

SPCC Office Hours are held every Tuesday between 1 and 2 p.m. Please come with any SPCC related questions and issues.

Join via [Zoom](#).



SPCC Reconciliation

All Small Purchase Charge Card reconciliations must now be completed in Workday by submitting an expense report through the Expenses Hub. While transactions will continue to post in BOA Works, no reconciliation should be performed in Works.

SPCC Reconciliation in Workday should still be completed by the 23rd of each month. For transactions posted from June 14 through July 15, please have the reconciliation completed by **Friday, August 8**.

The [job aid](#) for reconciling in Workday can be accessed online.

SPCC Transactions in Workday vs. BOA Works

Transactions post to Workday from Tuesday through Saturday at 10 p.m. via an integration with Bank of America. If a transaction appears in BOA Works but not in Workday, it likely means the scheduled integration run has not yet completed. If you notice transactions in Works that have been posted for several days but are still missing from Workday, please contact procure@wm.edu.

SPCC Expense Item Descriptions Updated

To assist with selecting the correct expense item for SPCC reconciliation, “-SPCC” is included at the end of the appropriate expense item descriptions. When completing your credit card transaction expense report, please ensure you select only expense items that include “-SPCC” in the description.

If you receive the error message “SPCC Business Purpose Requires All Expense Item Groups to be SPCC” in your expense report, it means that one or more selected expense items are not part of the “01–Small Purchase Charge Card (SPCC)” group. To resolve this, you will need to reselect the appropriate expense item from the SPCC group before the system will allow you to submit the expense report.

EXAMPLE:

Expense Item	* Search
	01 - Small Purchase Charge Card (SPCC) Group
Total Amount	☒ A&E Supplies - SPCC
Currency	* ☐ Admin Costs - SPCC
Memo	☐ Agency Services Charges - SPCC
	☐ Agricultural Supplies - SPCC
Grant	☐ Alcoholic Beverages - SPCC
	☐ Analytical Services - SPCC
Gift	☐ Apparel Supplies - SPCC

Recent Contract Activity

View the list of current and open solicitations at William & Mary's [Current Public Posting webpage](#).

Recently Awarded

- Strategic Support Services (Open Enrollment) has been awarded to eight additional vendors for various service categories of Sustainability, Subject Matter Expert, Publishing/Communications and Translation:
 - Carnegie Dartlet LLC
 - Jade Solutions LLC
 - Main Digital Communications
 - Mari E Overkamp-Smith
 - Modern Tribe Agency LLC
 - Hinton Consulting
 - Sway Creative Labs
 - TechArk Solutions

Coming Soon

- Print Management Services
- Dorm Moving Services
- Local Student Transportation
- Legal Services
- Fuel Gas Diesel Propane
- Bookstore Operations

Construction Corner



- Jamestown East Residence Hall (Cedar Hall): Scheduled for completion Fall 2025
- Old Dominion Renovations: Scheduled for completion Fall 2025
- Integrated Science Center, Phase 4: Scheduled for completion Fall 2025
- West 1 Housing & Dining (5 buildings and a new pedestrian bridge): Scheduled for completion Fall/Winter 2025
 - Oak Hall
 - Pine Hall
 - Maple Hall
 - Poplar Hall
 - West Woods Commons
 - West Woods Bridge
- Mackesey Sports Performance Center: Scheduled for completion Fall/Winter 2025
- Wren Building Restoration: Scheduled for completion Spring 2026
- West Woods Phase 2 (Randolph Complex): Scheduled for completion Spring 2027

buyW&M Office Hours

Supply Chain Resources

Need assistance using buyW&M? Join us for the next Zoom Office Hours session on **October 29th from 3 to 4 p.m.** We can help troubleshoot your specific issues or questions, or you can drop in to listen and learn. Please register on our [Office Hours webpage](#) to receive the Zoom link or view upcoming dates.

[Procure-to-Pay Matrix](#)

[Finance Forms & Instructions](#)

[buyW&M User Guides](#)

[Procure-to-Pay Newsletter Archive](#)

Questions? Email procure@wm.edu!

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