



PROCURE-TO-PAY NEWSLETTER

William & Mary Supply Chain Services

December 2023

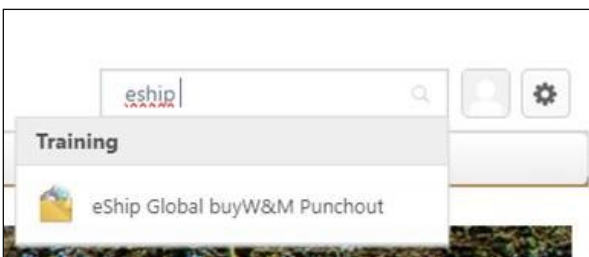
Alcohol Tax Exemption for Catered Events

Upon recent exploration of the [Sales & Use Tax Update Notice](#) from 2016 from the Virginia Department of Taxation on tax exempt status for catered events, alcohol is also identified as being [tax exempt](#) when being served at an event that meets the tax exempt requirements. Please note, W&M will be working with ATG to notify the ATG caterers of this ruling. Thank you to the tax team for finding and sharing this information to ensure the university is benefitting from all tax exemption opportunities it is legally able to benefit from.

Order Delivery Reminder for Holiday Break

As a reminder with the upcoming holiday break, please place orders in a timely manner to ensure all goods are delivered in time before the university closes. Be on the lookout in the Digest for open hours of the W&M Post Office during this time frame. The university will be closed starting Friday, December 22 through Monday, January 1, 2024. Please note TSRC will not be making deliveries during the winter break; orders placed after Dec. 21st will be delivered on Jan. 2nd. If your department needs to pick up mail over winter break, email wmpostoffice@wm.edu to coordinate dates and times.

eShipGlobal byW&M Punchout Training



eShip Global is a “one stop shop” for shipping services and can be used via a punchout in buyW&M. In order to gain access to this punchout, please review the training in Cornerstone by searching “eship” and view the Tips and Reminders document linked here: [eShip Global Tips and Reminders](#). Once the training has been viewed, please reach out to John Dixon (jadixon@wm.edu) to request access to the punchout.

Reminder: Business Meal Policy—Holiday Gatherings

This is a reminder that Holiday Gatherings and Parties are not allowable under the business meal policy—Appreciation Events. A department can have a holiday gathering; however, it cannot be funded by the university through ATG, Chrome River, SPCC, or buyW&M. Please review the [business meal policy](#) and reach out to the Travel Office with any questions.

December 2023 Closing

Please find the Financial Operations December 2023 Closing Instructions [at this link](#).

Recent Contract Activity

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

Recently Awarded

- 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
 - Chesapeake Environmental Communications
 - Corrin & King Business Strategies LLC
 - Deloitte Consulting LLP
 - Guidehouse Inc
 - Huron Consulting Services LLC
 - 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

- Move Management Services
- Comprehensive Plan Consultant

Coming Soon

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

Guidance on Gift Policy

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

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.

Admissions Lobby and Swem Library Ground Floor projects are underway.

Supply Chain Resources

- [Procure-to-Pay Matrix](#)
- [Finance Forms & Instructions](#)
- [buyW&M User Guides](#)