

Procure-to-Pay Newsletter
December 2024



December SPCC Transactions

As a reminder, SPCC cardholders and approvers must sign off on December's SPCC transactions by 12/23/24. With the upcoming holiday break, we highly encourage signing off on transactions by **Friday, 12/20/24**, to ensure processing in a timely manner.

Reminder: Enterprise Accounts

For departments with Enterprise car rental accounts, please be sure to stay up to date on the account's point of contact. This will help to ensure timely payment on invoices and avoid account cancellations. To make changes to your department's Enterprise account, please email procure@wm.edu.

Congratulations, Laken!



Supply Chain Services would like to give a shout out to Laken Mitchell on her new role as Quality Assurance Director for William & Mary. In this role, Laken will work with the Supply Chain Services team to evaluate the

authorization, accuracy, completeness and timeliness of transaction processing and controls in business systems. Congratulations, Laken!

December 2024 Closing Instructions

Find important deadlines for Financial Operations' calendar year-end closing and holiday schedule here: <https://www.wm.edu/offices/financialoperations/announcements/december-closing-instructions.php>

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.

Recent Contract Activity

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

Recently Awarded

Coming Soon

- Book Binding Services
 - Print Management Services
 - Dorm Moving Services
 - Fuel Gas Diesel Propane
 - Childcare Services
 - Strategic Support Services (OpenEnrollment)
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Construction Corner



- Muscarelle Museum - scheduled to complete Fall 2024
 - Blow Hall Cupola Roof Repair – scheduled to complete Spring 2025
 - Blow Hall Provosts Suite Renovation – scheduled to complete Dec 30, 2024. Work on the 2nd floor lobby will extend into January 17, 2025 (over winter break)
 - Wren Building Restoration—scheduled to start winter 2024
 - Zable Stadium East Lockers – scheduled to complete March 30, 2025
 - Old Dominion Renovations - scheduled to complete August 1, 2025
 - Integrated Science Center—Phase 4 - scheduled to complete August 21, 2025
 - Jamestown East Residence Hall (Cedar Hall) - scheduled to complete June 4, 2025
 - West 1 Housing & Dining (5 buildings) - scheduled to complete July 31, 2025
 - Kaplan Arena Renovation & Addition - scheduled to complete December 3, 2025
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buyW&M Office Hours

Supply Chain Resources

For help in buyW&M, stop in during the buyW&M Zoom office hours on 1/29/24, from 3:00 - 4:00 for assistance. Join for help in troubleshooting your situation or to learn from the questions of others. Please register to receive Zoom link [here](#).

[Supply Chain Services](#)

[Procure-to-Pay Matrix](#)

[Finance Forms & Instructions](#)

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