

Procure-to-Pay Newsletter
February 2025



Procure-to-Pay Forum

The Procure-to-Pay is once again going virtual for Spring 2025! Join Supply Chain Services to hear the latest news and discuss topics on buyW&M, Procurement, Accounts Payable, and more **Tuesday, March 18, 2025 from 10:00 a.m. - 11:30 a.m.**

To register for the Procure-to-Pay Forum, please click the link below. Once registered, you will receive a confirmation email with the link to the Forum itself:

<https://cwm.zoom.us/meeting/register/LF7CuX1ZTauB3QNqLWXXBg>

Update to Independent Contractor Agreement

Effective immediately, the Independent Contractor (IC) Agreement has been updated to clarify when an IC must provide proof of automobile liability insurance. This change aims to streamline the onboarding process for ICs providing services on campus when a vehicle is not necessary to fulfill the terms of the contract. Specifically, this applies when the IC uses a vehicle only to travel to and from campus, without requiring it for the services outlined in the contract. Please note that all other insurance requirements remain unchanged.

We would like to extend our thanks to the Arts and Sciences and Office of the Arts teams for their valuable feedback, as well as to Risk Management and University Counsel for their collaboration in updating the contract language.

For questions, please email procure@wm.edu.

Foreign Draft Checks

The Foreign Draft Check payment option is being phased out due to low usage and practical challenges with international vendors cashing US draft checks (effective 3/1/25). If a foreign vendor cannot accept a US check,

the vendor can be paid via SPCC (if under \$5k) or Wire Transfer. If you have any specific questions or concerns, please reach out to apdept@wm.edu.

Shout Out

VIMS would like to give a big shout out to Samantha Uylengco, who just obtained her VCA certification from the Virginia Institute of Procurement! Congratulations, Samantha!

Recent Contract Activity

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

Coming Soon

- Print Management Services
 - Dorm Moving Services
 - Strategic Support Services (OpenEnrollment)
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Construction Corner



- Blow Hall Cupola Roof Repair – scheduled to complete Spring 2025
- Wren Building Restoration—scheduled to complete March 2026
- 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

buyW&M Office Hours

Supply Chain Resources

For help in buyW&M, stop in during the buyW&M Zoom office hours on 4/30/24, 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](#)

[buyW&M User Guides](#)

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