



WILLIAM & MARY

CHARTERED 1693

SUPPLY CHAIN SERVICES

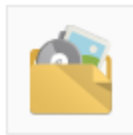
Procure-to-Pay Newsletter

March 2025



Procure-to-Pay Forum in Cornerstone

The Spring Procure-to-Pay Forum video playback, Q&A and slide deck have been posted in Cornerstone. To find the materials, search "Procure-to-Pay Forum - March 18, 2025."



Procure to Pay Forum Video Play Back, Q&A, Slide Deck - March 18, 2025

Material | **Procurement (PROC)** | \$0.00
Spring 2025 P2P Forum Presentation, Slide Deck, Q&A

Updated Purchasing Guidelines

Fixed Assets Management has updated their purchasing requirements, which can now be found in the "**Need to Know**" section of the website.

Open POs and Encumbrances

In preparation for the transition to Workday, please start reviewing open purchase orders in buyW&M and open encumbrances in Banner. For open purchase orders that are no longer needed, please create a change request to either cancel open lines or reduce the total to the final invoice amount. Please reach out to **John Dixon** for assistance with open encumbrances that cannot be closed.

FY26 Purchase Orders

To avoid issues submitting purchase orders to our vendors, we will allow any necessary FY26 orders to be placed. A workflow has been created to capture FY26 orders and will be converted to the Workday configuration. Please email procure@wm.edu with any questions.

ATG Shoutout 😊

On our most recent America To Go invoice, there was only one error **out of 214 orders!** Thank you for remaining compliant with policy and ensuring orders are entered correctly.

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 listed below 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
-

Construction Corner



- Blow Hall Cupola Roof Repair: Scheduled for completion Spring 2025
 - Zable Stadium East Lockers: Scheduled for completion Spring 2025
 - Jamestown East Residence Hall (Cedar Hall): Scheduled for completion Summer 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 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
-

buyW&M Office Hours

Supply Chain Resources

Need assistance using buyW&M? Join us for the next Zoom Office Hours session on **April 30 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.

[Supply Chain Services](#)

[Procure-to-Pay Matrix](#)

[Finance Forms & Instructions](#)

[buyW&M User Guides](#)

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

Questions? Email procure@wm.edu

[Manage](#) your preferences | [Opt Out](#) using TrueRemove™

Got this as a forward? [Sign up](#) to receive our future emails.

View this email [online](#).

PO Box8795 | Williamsburg, VA 23185 US

This email was sent to .

To continue receiving our emails, add us to your address book.

emma®

[Subscribe](#) to our email list.