

Procure-to-Pay Newsletter

April 2025



Guidance on Promotional Products

GO TRIBE! There is *so much* to be excited about as a member of the William & Mary community. Sometimes, things are so exciting that it's easy to forget the rules. That's where we can help!

When coordinating a purchase for printed t-shirts or other promotional items, please be sure to check on whether the intended supplier is licensed and approved to use our logo or marks. [All licensed vendors](#) are vetted businesses familiar with W&M brand guidelines.

More details and a [complete list of vendors](#) can be found on our website. Thank you for being a part of our community!

Compliance & Accountability Reminder

Remittance Address issues continue to arise in buyW&M. As mentioned at the Spring Procure to Pay Forum, Supply Chain Services will begin tracking errors May 1, 2025. As is the case with America To Go's current audit and compliance measures, repeat remittance address violations will result in temporary or permanent buyW&M system access removal. Questions? Contact procure@wm.edu.

ATG Reminder

When ordering food through America To Go (ATG), Employee Retirement/Appreciation Events must be allocated to local funds on the ATG order. State funds are not allowed.

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.

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
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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!

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