

Green Fee Purchasing Guidelines

Spring 2017

In Fall 2015, William & Mary determined that it is not appropriate to reimburse students for purchases and has requested that all payments be made by W&M check or W&M Small Purchase Credit Card (SPCC).

Therefore, all payments related to green fees projects will be made by the project leader's or advisor's department, and if this is not possible, then Director of Sustainability (Calandra Waters Lake) or the Operations Manager in the Office of Strategic Initiatives and Public Affairs (Lillian Stevens).

Process:

Prior to making a purchase for something that has been approved in your budget, please check with your department, Lillian Stevens (lillian.stevens@wm.edu) or Calandra Waters Lake (waterslake@wm.edu) to confirm whether they can assist with the payment. A list of vendors with whom we have established house charge accounts appears below. When you pick-up purchases in person, you must remind vendors that W&M is tax-exempt (our tax-exempt # is 10-546001718). You must also bring all original receipts /purchase documentation received to the faculty/staff who paid for the purchase. If this is Lillian or Calandra, they can be found in Bridges House, 228 Jamestown Road, Room 103. We cannot reconcile our W&M credit card (SPCC) without these receipts or we will incur internal audit ramifications. So we are not flexible on this point.

In addition to your receipts/purchase documentation, you should also provide a one-pager setting forth your name, Banner #, address and name/index number of your Green Fees award.

If you need to do business with a vendor NOT on this list, you must provide Calandra or Lillian with the vendor name and address so that we can arrange a Tax-Exempt Certificate through the Office Procurement prior to your making a purchase.

It is essential that you plan ahead, allowing sufficient time for ordering and delivery of items.

Preferred Vendors:

The Supply Room Companies is on state contract for office supplies/paper goods. If you need such items, please visit <https://tsrcinc.net/> to locate specific items (descriptions, stock numbers, quantity). Email Lillian with the exact supplies you need and she will make purchases online. Delivery is the following workday (to Bridges House).

Ace Peninsula Hardware, 1230 Richmond Road. Ace has a list of students who have received green fees grants. When making purchases there, take your purchases and photo ID to the customer service desk where they will assist you.

Lowe's, 801 E. Rochambeau. If your advisor or project leader's department has an SPCC, you can go through them for purchasing at Lowe's. Otherwise, please provide Lillian or Calandra with the links and

precise information (description, product #, quantity, price, pick-up or delivery details) regarding the items you wish to purchase so they can place the order and pay with SPCC over the phone.

Papa Johns, Williamsburg Crossing Shopping Center (5251 John Tyler Hwy and Route 199). We have established a house charge account with them. When placing an order, our account is tied to the following phone number: 757-221-1189. You must reference that phone number in order to make your purchase. As stated above, prepared food is NOT tax-exempt. You must provide Lillian (Bridges House, Room 103) with ORIGINAL ITEMIZED RECEIPTS (e.g., what kind of pizzas you ordered and how many of each). You must also indicate how many people participated in your event. If there are less than 10 people, you must include their names.

Jamestown Feed & Seed, 7348 Richmond Road. We have established a house charge account with them. When purchasing there, have your photo ID and tell them to bill the credit card they have on file for Lillian Stevens of William & Mary. Please bring original receipts to Lillian within 3 business days of making your purchase.

Amazon. Create an email with links directly to the items you want, along with pertinent details like quantity, size, color, etc. Provide the address to which these items would best be delivered, otherwise they will be sent to Bridges House. Items must be sold through Amazon directly, not an external site, so that tax exemption can be applied.

Please remember that it is your responsibility to stay within your budget and purchase items in line with your approved proposal. Any changes to purchases outside the approved proposal should be discussed with Calandra prior to the purchase.

Best,

Calandra and Lillian