



# PROCUREMENT SERVICES

Newsletter

May, 2019

## Sherrene Moore Receives 2019 Duke Award



Senior Sourcing Specialist Sherrene Moore is the winner of the 2019 Charles and Virginia Duke Award, which recognizes outstanding employees for exemplary individual accomplishments in their professional lives and service to the William & Mary community. Sherrene has worked in Procurement Services since 1988, and her dedication, service, and outreach has distinguished her as an invaluable member of the W&M Tribe. An award ceremony took place on April 29th in the Wren Great Hall, and the official recognition of this award took place at Commencement on May 11, 2019.

We wish Sherrene sincere congratulations on this prestigious award! For more on Sherrene and the 2019 Duke Award, visit: <https://bit.ly/2ZWCKXP>

## New Independent Contractor vs. Employee Process

The Commonwealth is looking more closely at the proper classification of labor across state agencies. As a proactive measure, W&M has launched a new assessment tool to assist with proper labor classification to help guide the campus to properly classify individuals we are looking to engage as either an employee or an independent contractor. Thank you to numerous individuals who helped test the tool and to the team of IT, HR, Tax & Compliance, Accounts Payable, and Procurement for efforts to proactively address this topic. Contact Procurement Services with any questions at [procure@wm.edu](mailto:procure@wm.edu). The Independent Contractor Assessment tool can be found on the finance forms page: <https://finopsforms.wm.edu/forms/?filter=Procurement>

## Wall Street Journal Online Access

Sharing news from Swem Library: Every student, staff, and faculty member now has access to the Wall Street Journal through the university libraries. You can activate your account at [wsj.com/activateWM](http://wsj.com/activateWM). This gives you unlimited access to the website, plus curated newsletters, mobile apps, and more.

The libraries also have site access for the New York Times, the Washington Post, and the Chronicle of Higher Education. All of their databases are accessible on- and off-campus for faculty, staff, and students and are available at: <https://libraries.wm.edu/databases>

## FY19 Year End Closing

The closing schedule and deadline dates for Procurement Services and Financial Operations are [available to view online](#). Documents received by the deadline dates will be processed in the 2019 Fiscal Year.

## Have You Seen the New Forms Page?

Your "one stop shop" for all Finance related forms is now aggregated on one page! Users can access the Finance Forms & Instructions page by visiting <https://finopsforms.wm.edu/> or by clicking the Forms link on the Procurement Services home page.

WILLIAM & MARY Finance Forms & Instructions					
Form Name	Department	Type	Purpose / Description	Instructions	Contact Phone
Acknowledgement of Financial Responsibility Form	Financial Operations	Requisitions & Collections	Acknowledgement of Financial Responsibility	Required of all online MBA, MSBA, and Graduate Education students upon enrollment in their program, and by employees when requesting a Travel Advance through Citrusa Now	Terry Jarrell 757-221-1227
Bank of America SPCC Application	Procurement	SPCC	Required to request a Small Purchase Charge Card (SPCC)	Guide to Complete SPCC Application Using Knowledge	Laura Maffey 757-221-3813
Vendor Cash Form 1085	Financial Operations	Data Control	W&M Cash Receipts and Disbursements Form	N/A	Sherry Berry Joyner 757-221-3856



Visit us at [www.wm.edu/offices/procurement](http://www.wm.edu/offices/procurement)  
Questions or Comments? Call 757-221-3952 or email [procure@wm.edu](mailto:procure@wm.edu)



## 25 Years of Service

Senior Sourcing Specialist Kathy Mabe was recently honored during the VIMS 2019 Service Awards for 25 years of service. Thank you Kathy for your hard work and dedication to the campus community!

## Recent Contract Activity

To see current solicitations in eVA, [click here](#).

### In Progress

- Local Lodging
- Music Int'l 2020 Tour
- Athletic Trainer Services
- Food Truck Services—VIMS
- Museum Conservation & Display Services
- Athletic Website Platform
- Pouring Rights
- Piano Loan Program
- Cashiering System

### Recently Awarded

- Consulting Services
- Pest Control
- IEC HVAC Equipment

### Coming Soon

- Photographers, Writers, Videographers
- IT Contractors
- Motor/Mechanical Repair
- Healthcare



## Consulting Services Contracts

William & Mary has contracted with 14 new companies under the Consulting Services Contract for the university community. This contract now provides 22 vendors in the existing pool for a wide variety of consulting services at W&M.

Procurement is still reviewing and evaluating several proposals that were received during the January 1st—March 29th open enrollment period. As we complete the review and evaluation of each proposal, additional companies will be added to the pool from the proposals received.

To view copies of executed contracts, visit the [Contract Portal](#).



## SPCC Question of the Month

**Question:** What is the last day I should use my SPCC to ensure my transactions post in FY19?

**Answer:** Purchases made using the SPCC should be processed by the vendor by June 7, 2019 to be sure the transaction posts to your card account by the close of the June 15th VISA billing cycle. Allowing additional processing time for these purchases will ensure that orders placed through June 7th will be included on the June statement if the items ordered are available for immediate shipment. The processing date for charge card transactions is dependent upon the merchant's accounting practices and could take anywhere from 1 to 4 days for the transaction to post and be included in your June statement.

## What's new with ATG?

[America To Go](#) orders now exceed \$1,450,000 with nearly 3,200 transactions that did not require SPCC reconciliation, Vendor Payment Request paperwork or reimbursement of personal funds. There are 64 active menus on the portal, and the latest menu update is a new low cost coffee service from Divine Lunches. See our [website](#) for more info on ATG.

## Photo Gallery

Looking for photos of the 6th Annual Supplier Diversity Fair? Check out the [Procurement Events Gallery](#) for an image slideshow, as well as photos from other recent procurement events!



### Upcoming Training Sessions

Please log into [Cornerstone](#) to register for the session(s) you are interested in attending.

June 6, 9:00 - 11:00 a.m. - Fundamentals of Procurement

June 11, 9:00 - 11:00 a.m. - SPCC

June 20, 9:00 - 11:00 a.m. - eVA

**How do I make a purchase...? Check the P2P Matrix as your first stop: <https://procuretopay.wm.edu/>**