



PROCUREMENT SERVICES



Newsletter

December 2020

Guidance on Gift Policy



As a reminder, under state law, a university employee may not accept any gift, even of nominal value, that tends to influence an employee in the performance of their university job. It is prohibited to accept gifts from current or potential vendors. Gifts from other sources (colleagues, professional networks) may be permitted if the gift is valued at less than a specific dollar amount. Disclosure of the acceptance of non-vendor gifts to you as a university employee to the Conflict of Interest Committee is required under the [Conflict of Interest Policy](#). Questions? Email procure@wm.edu

eVA Reminder

eVA Reminder: Before creating a PO in eVA, it is the department's responsibility to ensure the vendor is in Banner and also Active using the [FINOPS Search Tool](#). If not, the department must work with apvendors@wm.edu to either submit a tax form using DocuSign to create the vendor or to reach out to find out why the vendor is terminated in Banner.



SPCC Shout Out

Kudos to **Anne Arseneau's team in Student Leadership Development** for working diligently to consolidate SPCC card usage due to COVID/cost containment guidelines. This transition ultimately created an accelerated purchasing system improvement within the department.

Thank you Anne and SLD team for your willingness to consolidate SPCC card usage, which in turn, created a more streamlined process for your team!

Staff Assembly Fall General Meeting

The 2020 Staff Assembly Fall General Meeting featuring the Provost Peggy Agouris and Marra Austin, Director of Procurement, is now available to view [online](#). In addition, follow up answers from Marra may be found [here](#). Thank you to Staff Assembly for this informative discussion!

COVID Supplies Kits



As we prepare for the spring semester, an accurate count of COVID supplies kits is needed in order to determine order quantities. Does your department have extra COVID supplies kits that will not be used this semester? Please return unused kits to the [Facilities Management Warehouse](#) to use next semester. Only the kits are requested at this time.



Visit us online at www.wm.edu/offices/procurement or email procure@wm.edu

Recent Contract Activity

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

In Progress

- Vessels—Term Maintenance & Repair
- Employee Discounts & Voluntary Benefits
- Skilled Trades
- E-Learning

Coming Soon

- Financial Services
- Ventilation and Duct Cleaning
- Lodging & Conference Events
- Highland Exhibit Design Services
- Athletics Outbound Ticket Sales

2020 In Photos



2020 Supplier Diversity Fair
(Believe it or not, this was in February!)



“Passing the Baton” - Marra Austin as Director of Procurement



Congratulations, Grads!



2020 Fall Procurement Forum



Wishing the W&M community Season’s Greetings from Procurement Services!

Please note that our department will be closed along with the university December 24th through January 1st. We will return on Monday, January 4th.

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