



PROCURE-TO-PAY NEWSLETTER

Additional Attachments Option in buyW&M

Direct Payment Request F...	Additional Attachments (optional)
Form Number 13459248 Purpose Check Request Status Incomplete	Please add your attachments below. Add Attachment
Instructions	
Vendor ▲	
Questions ▲	
Check Request Information ▲	
Additional Questions ▲	
Additional Attachments (...) ✓	
Review and Submit	
Form Approvals	

An optional Additional Attachments section has been added to the Direct Payment Request Form, Student Payment Request Form and Reimbursement/Refund Request Form. You will still need to attach a document (invoice, receipt, or award letter) in the required Check Request Information section, however if you have additional documentation to attach and are not able to merge the files into one document, you can add the additional documents in the Additional Attachments section. This section allows for multiple attachments. Thank you to Sandra Brooks for this suggestion!

ATG Non-Compliant Order Tracking

America-To-Go (ATG) Non-Compliant Order Tracking began in FY25. All business meals made within ATG are subject to audit and, as such, must comply with the Business Meal Policy. Individuals found to have non-compliant orders may have ATG access suspended temporarily or permanently removed. Full policy details can be found under [Program Overview-Compliance](#).



Congratulations, Sherrene!

The Supply Chain Services team would like to send a big congratulations to Sherrene Moore, who recently celebrated 35 years at William & Mary!

buyW&M Contract Search and Independent Contractors

Before submitting an Independent Contractor/Consultant Assessment, please search in buyW&M to see if the contractor you are working with has an established contract. The user guide on how to search for contracts in buyW&M is linked here: <https://wm1693.box.com/s/cp0jroethu5guxtkwb5h269p6wzievsi>

Certificate of Insurance Guidelines

Reminder: A current Certificate of Insurance (COI) is required for most suppliers coming on William & Mary's campuses to perform services. Please refer to the [Insurance Coverage Guidelines](#) for all requirements.

Rental Vehicles—Reminders

- When renting a vehicle for official W&M business purposes, departments may use Enterprise or National rental agencies. National offers airport rental locations, Enterprise offers non-airport locations.
- Discounted rates may be extended to W&M guests and employees for personal use using ID#: 21A6661, pin: WMP. Business rental IDs may not be used for guests or personal use.
- All accidents and damages occurring with rental vehicles must be reported to [Risk Management](#).
- For more information on renting vehicles, visit <https://www.wm.edu/offices/supplychain/procurement/purchasing/rental-vehicles-enterpriserentalcars/>



The Supply Chain Services team had a fantastic time at the 2024 W&M Faculty & Staff Convocation!

Recent Contract Activity

For a list of current solicitations, [click here](#).

Recently Awarded

- **Trades, Open Enrollment Generation 2 for General Contracting and Cabling Services**
- General Construction Maintenance:
 - Wyatt Homes
 - Stoker Construction Management
 - Servicemax of Delmarva

Coming Soon

- Print Management Services
- Dorm Moving Services
- Fuel Gas Diesel Propane
- International Hires
- Childcare Services

Construction Corner

- Renovation of Monroe Hall is expected to be completed by August 2024.
- Muscarelle Museum is scheduled to complete October 2024.
- Integrated Science Center—Phase 4 is scheduled to complete August 2025.
- Jamestown East Residence Hall is scheduled to complete Fall 2025.
- West 1 Housing & Dining (5 buildings) is scheduled to complete Fall of 2025.
- Chesapeake Bay Hall at VIMS is scheduled to complete September 2024.
- Blow Hall Provosts Suite Renovation – is scheduled to complete Dec 3, 2024
- Blow Hall Cupola Roof Repair – is scheduled to complete Nov 16, 2024
- Admissions Lobby & Swem Library Ground Floor projects are underway.
- Old Dominion Renovations Started June 2024, and will be completed Aug 1, 2025
- Kaplan Arena Renovation & Addition is scheduled to complete December 2025
- Swem Library Window Replacement is scheduled to complete September 2024

buyW&M Office Hours

For help in buyW&M, stop in during the buyW&M Zoom office hours on 7/31/24, from 3:00 - 4:00 for assistance. Join for help in troubleshooting your situation or to learn from the questions of others. Please register for Zoom link: [https://cwm.zoom.us/meeting/register/tJEqcO2oqDMuGdOevz_wg-DJqlui5XiJvCLO](https://cwm.zoom.us/join/https://cwm.zoom.us/meeting/register/tJEqcO2oqDMuGdOevz_wg-DJqlui5XiJvCLO)

Supply Chain Resources

- [Procure-to-Pay Matrix](#)
- [Finance Forms & Instructions](#)
- [buyW&M User Guides](#)