



PROCURE-TO-PAY NEWSLETTER

William & Mary Supply Chain Services

August 2024

Welcome Back!

Supply Chain Services would like to wish all students, faculty, and staff a happy and successful academic year! For any questions related to procurement, accounts payable, and disbursements, please feel free to reach out to us at procure@wm.edu.

William & Mary Discounted Software

W&M IT offers Microsoft, Adobe, and other software to faculty/staff on college-owned machines at [reduced prices](#). In order to adhere to our contractual agreements it is necessary that these products be purchased through IT, not individually on line or through office supply stores or other distribution. Questions? Contact the [Technology Support Center](#) (TSC) 757-221-4357 (HELP) | support@wm.edu | Jones 201, Monday - Friday, 8:00 am - 5:00 pm

ATG Non-Compliant Order Tracking

As a reminder, 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](#).

Purchasing Office Supplies



As of July 1, an additional office supply contract has been awarded to RGH Enterprises, a certified SWaM supplier. The buyW&M RGH punchout catalog is the preferred method of order placement for products and services. RGH Enterprises, along with their strategic partner Staples Business Advantage, will provide distribution, desktop delivery and account support. As current policy allows, in the event your requested item is unavailable from the RGH or TSRC websites, please complete the waiver process.



Supply Chain Services enjoyed the Professional Development Day at Busch Gardens. They even got to collaborate with Erin Fryer in IT!

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

- Chesapeake Bay Hall at VIMS is scheduled to complete September 2024
- Swem Library Window Replacement is scheduled to complete September 2024
- Muscarelle Museum is scheduled to complete October 2024
- Blow Hall Cupola Roof Repair – scheduled to complete Nov 16, 2024
- Blow Hall Provosts Suite Renovation – scheduled to complete Dec, 2024
- Wren Building Restoration—scheduled to start this winter
- Old Dominion Renovations Started June 2024, and will be completed Aug 1, 2025
- 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
- Admissions Lobby & Swem Library Ground Floor projects are underway
- Kaplan Arena Renovation & Addition is scheduled to complete December 2025

buyW&M Office Hours

For help in buyW&M, stop in during the buyW&M Zoom office hours on 10/30/24, 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/j/9123456789>

Supply Chain Resources

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