

**From:** [Michelle Pickham \(mmiller8\)](#)  
**To:** [DeAnna Absher \(dabsher\)](#); [Nolan Akau \(nakau\)](#); [Rosemary Arneson \(rarneso3\)](#); [Janet Atarhi-Dugan \(jatarthi\)](#); [Patrick Bailey \(pbailey2\)](#); [Andrew Baldacci \(baldacci\)](#); [Jessica Batten \(jbatten\)](#); [Dei Bayer \(dbayer\)](#); [Arden Beagle \(abeagle\)](#); [Michael Benson \(mbenson4\)](#); [Becky Bezdán \(rbezdan\)](#); [Anna Billingsley \(abilling\)](#); [Paul Binkley \(pbinkley\)](#); [Randall Bove \(rbove\)](#); [Jennifer Buist \(jbuist\)](#); [Pamela Carter \(pcarter3\)](#); [Joanna Catron \(jcatron\)](#); [Patrick Catullo \(pcatullo\)](#); [Dechelet Chasten \(dchasten\)](#); [Hall Cheshire \(hcheshir\)](#); [Holly Chichester \(hchiches\)](#); [Betsy Chinn \(bchinn\)](#); [Julia Coates \(jcoates\)](#); [Eleanor Connolly \(econnoll\)](#); [Christopher Cook \(ccook\)](#); [Bridgette Dennett \(bdennett\)](#); [Marissa DiMeo \(mdimeo\)](#); [Brianna Dort \(bdort\)](#); [Debbie Dunivan \(ddunivan\)](#); [Rita Dunston \(rdunston\)](#); [Summer Durrant \(sdurrant\)](#); [Julius Esunge \(jesunge\)](#); [Kelly Eury \(keury\)](#); [Claudine Ferrell \(cferrell\)](#); [Kathleen Flanagan \(kflanaga\)](#); [David Fleming \(dfleming3\)](#); [Jackie Gallagher \(jgallagh\)](#); [Mary Frances Gallagher \(mgallag3\)](#); [Christie Glancy \(cglancy\)](#); [Jennifer Grimes \(jgrimes\)](#); [Heather Guhl \(hguhl\)](#); [Michael Hall \(mhall2\)](#); [Ryan Hastings \(rhasting\)](#); [Margaret Hinson \(mhinson\)](#); [Gary Hobson \(ghobson\)](#); [Kenny Horning \(khorning\)](#); [Michael Hubbard \(mhubbar2\)](#); [John Hughey \(jhughey\)](#); [Robin Jones \(rjones\)](#); [Jarod Kearney \(jkearney\)](#); [Peige Keller \(pkeller\)](#); [Peter Kelly \(pkelly3\)](#); [Elizabeth Knappenberger \(eknappen\)](#); [Kimberly Kopp \(kkopp\)](#); [Brooks Kuykendall \(jkuykend\)](#); [Patty Land \(pland\)](#); [Juliette Landphair \(jlandpha\)](#); [Lynn Lewis \(llewis\)](#); [Stefanie Lucas-Waverly \(slucaswa\)](#); [Terry Luttrell \(tluttrell\)](#); [Ken Machande \(kmachand\)](#); [Bethel Mahoney \(bmahone2\)](#); [Jeff McClurken \(jmclurk\)](#); [Kevin McCluskey \(kmclusk\)](#); [Samantha McDonough \(sbergero\)](#); [Kim McManus-Carini \(kmcmanus\)](#); [Jon McMillan \(jmcmill\)](#); [Keith Mellinger \(kmelling\)](#); [Kevin Minter \(kminter\)](#); [Zamara Montalvo Perez \(zmontalv\)](#); [Mollie Moore \(mmoore\)](#); [Sarah Moran \(smoran2\)](#); [Michael Morley \(mmorley\)](#); [Donald Motley \(dmotley\)](#); [Michael Muckinhaupt \(mmuckinh\)](#); [Jessica Murphy \(jconnoll\)](#); [Douglas Noble \(dnoble\)](#); [Tim O'Donnell \(todonnel\)](#); [Amy O'Reilly \(aoreilly\)](#); [Shelby Orlando \(sorlando\)](#); [Leigh Penn \(lpenn\)](#); ["Anna Perdue \(aperdue2\)"](#); [Jennifer Pinkerton \(jpinkert\)](#); ["Christie Pugh \(cpugh\)"](#); [Lucy Quann \(lquann\)](#); [Anand Rao \(arao\)](#); [Jon Reynolds \(jreynol2\)](#); [Mele Richardson \(mrichar3\)](#); [Joe Romero \(jromero\)](#); [Amanda Ronay \(aronay\)](#); [Samira Rosensteel \(slahud\)](#); [Marcel Rotter \(mrotter\)](#); [Amanda Rutstein \(aruts9tm\)](#); [Christine Ryder \(cmvsk030\)](#); [Jose Sainz \(jsainz\)](#); [Kelly Samuels \(kernst\)](#); [Kathy Sandor \(kunderwo\)](#); [Marian Sanford \(msanford\)](#); [Timothy Saulnier \(tsaulnie\)](#); [Kelly Shannon \(kshannon\)](#); [Katina Taylor \(kfauntle\)](#); [Anjanie Skornia \(askornia\)](#); [Lauren Slater \(llasalle\)](#); [Kelli Slunt \(kslunt\)](#); [Julie Smith \(jsmith23\)](#); [Taryn Snyder \(tsnyder3\)](#); [Elizabeth Southern \(esouthe2\)](#); [Michael Spencer \(mspen1bi\)](#); [Nicole St. John \(nstjohn\)](#); [Rosemarie Staggs \(rstaggs\)](#); [Gregg Stull \(gstull\)](#); [Sandrine Sutphin \(ssutphin\)](#); [Cynthia Toomey \(ctoomey\)](#); [Robert Trowbridge \(rtrowbr\)](#); [Teddy Trowbridge \(rtrowbr\)](#); [Micky Wallace \(mwallac2\)](#); [Timmy Wallace \(twallace\)](#); [Debra Wander \(dwander\)](#); [Nancy Wang \(nwang\)](#); [Rick Ware \(rware9jm\)](#); [Dantaye White El \(dwhite2\)](#); [Janice White-Wormley \(jwhite\)](#); [Wilma Willard \(wwillard\)](#); [Beth Williams \(bwilli22\)](#); [Christopher Williams \(cwilli27\)](#); [David Wilt \(dwilt\)](#); [Susan Worrell \(sworrell\)](#); [Melissa Yakabouski \(myak\)](#); [Tevoja Zukor \(tzukor\)](#); [Miriam Liss \(mliss\)](#); [Donghyun Lee \(dlee6\)](#)  
**Cc:** [Lindsay Fare \(lfare\)](#); [Vickie Chapman \(vchapman\)](#); [Vanessa Shurina \(vshurina\)](#); [Melva Kishpaugh](#); [Kenneth Manahan \(kmanaha2\)](#); [Patricia Canciglia \(pcancigl\)](#)  
**Subject:** Beat the Sweep! July/August 2021 Billing Cycle & Other Important Info!  
**Date:** Friday, August 13, 2021 9:16:00 AM  
**Attachments:** [image004.png](#)  
[image005.png](#)

Good morning **Cardholders** and **Approvers**,

I have my usual end of cycle reminder today, but I also have some additional information to share, so please read all the way through this email – I apologize for the length – there are graphics. [There are 8 items in this list]

## 1. End of Cycle/Beat the Sweep

The August billing cycle ends today, August 13th. All transactions posted to your [Works](#) account between **July 16 – August 13** must be allocated, reviewed, and signed off on by **end of day on Monday, August 23<sup>rd</sup>**. If you have any questions or issues while allocating, please let us know so we can help.

## 2. Updated Small Purchase Procedures & Exemption Tables

Procurement has updated the small purchase procedures document and has broken out the exemption tables from the procedures to be its own, more easily accessible, document for users. To find the small purchase procedures and exemption tables, hover over Laws, Policies and Procedures on the Procurement website and click on [Small Purchase Procedures](#). The first clickable icon on the left will take you to the full procedures document. The second icon on the right will take you to just the exemption tables.



### 3. Selecting the Right Contract Numbers in eVA

When entering an eVA order to a vendor on contract, please select the appropriate contract number reference to include. Procurement is looking into ways to get this information easier for users, but to find the contract number to use in eVA, go to the [UMW Public Contract Portal](#), search for the vendor you need and hit Search. When the information comes up, do not use the “Contract Number (#)” listed on that view. Continue by selecting View on the left of that record, and use the “UMW Reference or Other Agency COOP” number listed for your eVA order in the contract number field. If you need assistance, please contact anyone in procurement to help.

Example:

**University of Mary Washington - Contract Management System**  
**Public Website Search**

Search By:

<b>Contractor</b> The Supply Room Companies	<b>Contract Title</b> -- Select One or Begin Typing --
<b>Contract Number (#)</b> -- Select One or Begin Typing --	<b>Contract Officer</b> -- Select One or Begin Typing --
<b>UMW Reference or Other Agency COOP</b> -- Select One or Begin Typing --	<b>Contract Administrator</b> -- Select One or Begin Typing --

**Search Records**

View	Contract Title	Contractor	Contract Number (#)	Contract Officer	Contract Admin	SWAM	Current Term End
<a href="#">View</a>	Office Supplies & Toner Cartridges and Janitorial Supplies and Equipment (TSRC dba Lawrence Environmental)	The Supply Room Companies	COOP 15-336	Canciglia, Patricia pcancigl@umw.edu (540) 654-1237	Kishpaugh, Melva	S,W	8/7/2024

**New Search**

<b>Contract Title:</b>	Office Supplies & Toner Cartridges and Janitorial Supplies and Equipment (TSRC dba Lawrence Environmental)
<b>Contractor:</b>	The Supply Room Companies 14140 North Washinton Hwy Ashland, VA 23005
<b>Contract Number (#):</b>	COOP 15-336
<b>UMW Reference or Other Agency COOP:</b>	UVA1507501

#### 4. **eVA “NextGen” Prep Sessions**

In preparation for the new eVA changeover at the end of this year, TESS has created a series of new [NextGen Bug Bite sessions](#) to get us all ready. The first kickoff session is August 18<sup>th</sup> starting at 1:00pm. More info to come from TESS, so be on the lookout in your emails. And if you haven't already signed up for the eVA Blog updates, please do so by going [here](#) and subscribing to stay informed.

#### 5. **Availability of Technology Items**

Due to the global microchip shortage, and add to that it's everyone's "back to school" time, the availability of a bunch of technology items is scarce. Printers, computers, and accessories may have a long wait time before shipping or may be out of stock and/or backordered. While we may be able to help find a supplier with some of these items in stock and ready to ship, that chance is getting slimmer. Please be mindful of this shortage as you are getting requests from your departments to purchase items. The reality is you may not be able to get what you want (you may need a substitute if you need it right away), or you may not be able to get what you need on time. If you need to purchase a printer in particular for your office and it's backordered or won't arrive in time for when you need it, please use the available MFPs "Multi-Function Printers" (the big University-supplied printer/scanners) that are strategically placed in each building around campus. If you need help connecting to the MFPs or training on how to use it, check out [this guide](#) or contact the Copy Center.

#### 6. **Funds 8910/8911 No Longer Available**

Fund codes 8910 and 8911 should no longer be used for Eagle Landing/Apts expenses. If the goods/services were received AFTER June 30, 2021, please use the following FOAP combination instead: 3111-306070-XXXXX-80930.

#### 7. **Purchase/Payment Approval Request Process – Still Ongoing**

The purchase/payment approval (cabinet approvals) request process is still going on into FY22 and the fall semester. Please continue to fill out the [purchase/payment approval request form](#) to get approval PRIOR to making any purchases or payments regardless of funding source. Assume that this process is still in place unless myself or Lindsay tell you otherwise. If you are needing to purchase PPE items for your department, please contact the Central Storeroom to see if they have available what you need instead.

#### 8. **Upcoming Out of Office (Michelle)**

I will be on vacation from August 27 – September 7. In the meantime, please contact Lindsay for any SPCC or Works questions/concerns.

Hopefully you made it to the end of this email. Stay cool and have a great weekend!

*Michelle Pickham* '12, CPPB, VCO, CUPO

**Sr. Contract Officer & SPCC Program Admin**

**Procurement Services**

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(P) 540-654-2260

[adminfinance.umw.edu/procurement](http://adminfinance.umw.edu/procurement)

**Office Hours:** Mon (7am-11am), Tue-Fri (7am-4pm)

**Upcoming Out of Office:** August 27-September 7

*University of*  
**Mary Washington**

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