

From: [Michelle Pickham \(mmiller8\)](#)
To: [Patrick Bailey \(pbailey2\)](#); [Andrew Baldacci \(baldacci\)](#); [Lauren Bass \(lbass\)](#); [Jessica Batten \(jbatten\)](#); [Dei Bayer \(dbayer\)](#); [Michael Benson \(mbenson4\)](#); [Randall Bove \(rbove\)](#); [Jennifer Buist \(jbuist\)](#); [Mary Bullock \(mbullock\)](#); [Pamela Carter \(pcarter3\)](#); [Dechelet Chasten \(dchasten\)](#); [Julia Coates \(jcoates\)](#); [Eleanor Connolly \(econnoll\)](#); [Christopher Cook \(ccook\)](#); [Bridgette Dennett \(bdennett\)](#); [Terra Dickinson \(tdickins\)](#); [Marissa DiMeo \(mdimeo\)](#); [Debbie Dunivan \(ddunivan\)](#); [Emily Elliott \(elliott3\)](#); [Kelly Eury \(keury\)](#); [Kathleen Flanagan \(kflanaga\)](#); [Nichol Forbes \(nforbes\)](#); [Mary Frances Gallagher \(mgallag3\)](#); [Vivian Garnett-Lynch \(vgarnett\)](#); [Heather Guhl \(hguhl\)](#); [Ryan Hastings \(rhasting\)](#); [Anna Hollrah \(abarton\)](#); [Kenny Horning \(khorning\)](#); [John Hughey \(jhughey\)](#); [Robin Jones \(rjones\)](#); [Olivia Key \(ovanderb\)](#); [Kimberly Kopp \(kkopp\)](#); [Patty Land \(pland\)](#); [Lindy Lynn \(llynn\)](#); [Bethel Mahoney \(bmahone2\)](#); [Kevin McCluskey \(kmccclusk\)](#); [Samantha McDonough \(sbergero\)](#); [Kim McManus-Carini \(kmcmanus\)](#); [Michael Middleton \(mmiddlet\)](#); [Toisann Miller \(tmiller4\)](#); [Kevin Minter \(kminter\)](#); [Mollie Moore \(mmoore\)](#); [Sarah Moran \(smoran2\)](#); [Kasey Morello \(kmorello\)](#); [Maxxx Dennis \(mdennis3\)](#); [Sean Morrow \(smorrow2\)](#); [Donald Motley \(dmotley\)](#); [Douglas Noble \(dnoble\)](#); [Meredith O'Connell \(moconnel4\)](#); [Amy O'Reilly \(aoreilly\)](#); [Leigh Penn \(lpenn\)](#); [Jennifer Pinkerton \(jpinkert\)](#); [Christie Pugh \(cpugh\)](#); [Lori Ruger \(lruger\)](#); [Amanda Rutstein \(aruts9tm\)](#); [Kelly Samuels \(kernst\)](#); [Anjanie Skornia \(askornia\)](#); [Taryn Snyder \(tsnyder3\)](#); [Nicole St. John \(nstjohn\)](#); [Rosemarie Staggs \(rstaggs\)](#); [Katina Taylor \(kfauntle\)](#); [Cynthia Toomey \(ctoomey\)](#); [Robert Trowbridge \(rtrowbr\)](#); [Teddy Trowbridge \(rtrowbr\)](#); [Stephanie Turcios \(sturcios\)](#); [Timmy Wallace \(twallace\)](#); [Dantaye White El \(dwhite2\)](#); [Janice White-Wormley \(jwhite\)](#); [Wilma Willard \(wwillard\)](#); [Christopher Williams \(cwilli27\)](#); [Brandy Ellard \(bellard\)](#); [Lauren Slater \(llasalle\)](#); [Gregg Stull \(gstull\)](#); [David Wilt \(dwilt\)](#)
Cc: [Lindsay Fare \(lfare\)](#); [Vickie Chapman \(vchapman\)](#); [Vanessa Koszyk \(vshurina\)](#); [Lindsay Fare \(lfare\)](#); [Melva Kishpaugh \(mkishpau\)](#)
Subject: SPCC Reminders for December
Date: Wednesday, November 30, 2022 8:37:09 AM
Attachments: [image001.png](#)
Importance: High

Good morning Cardholders,

I wanted to send an email with reminders for the upcoming month and as we get closer to Winter Break. Please read through all of this and contact myself or Lindsay ASAP if you have any questions.

1. **Upcoming eVA Training:** <https://adminfinance.umw.edu/tess/bug/nextgen-eva-phase-ii-training-and-support/>
 - a. 10:00am ZOOM TODAY November 30
 - b. December 5: In person support by appointment
2. **Upcoming BUG Meeting:** Wednesday December 7th at 2:30pm in the UC Colonnade B Room: <https://adminfinance.umw.edu/tess/training-and-system-support/bug-information/>
3. **Clothing Purchase Requirements:** The University has developed a table to help guide users with purchasing clothing or other wearables. This topic will be discussed more in depth at the BUG meeting next week. The table can be found on the AP website here: <https://adminfinance.umw.edu/ap/gifts/>
4. **Gifts:** At this time of year vendors or businesses may send gifts to the University to departments or individual people. Please read through and refresh yourself on the University's policy regarding gifts: <https://adminfinance.umw.edu/procurement/umw-policies-and-procedures-2/gift-policy/>. The easy advice: do not accept any gifts from any vendors.
5. **UMW Closures and Deliveries:** It is a good idea at this time to begin including in your comments to suppliers in eVA that the University is closed from December 19-January 2 and will not be accepting any deliveries during this time.

6. Prepare for the Winter Break!

- a. Try to avoid making purchases after December 9. That way purchases have time to post to Works and have time to be allocated and signed off on prior to break without being last minute.
- b. Be aware of the sign off deadline for the December billing cycle: End of day December 15th. This date is also the end of the billing cycle. Which is also why avoiding making purchases during the week before break is advantageous as any transactions can post to Works on the 15th up to 11:59pm – the same time as the sign off deadline. The sweep must happen the day before we go out on break which is the 16th. Lindsay will send out reminder emails.

7. **Michelle P. OUT OF OFFICE beginning December 5th**: A reminder that I will be out of the office after this Friday, so if you have any SPCC concerns or questions, please contact Lindsay or at least make sure you CC her on any emails so she can help you. I will not be checking email while I am off.

I hope everyone has a safe and happy holiday break!

Michelle Pickham '12, CPPB, VCO, CUPO

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