

# THE CART

What's happening in Procurement at Virginia Tech

March 2022

## Start Planning Now for End of Fiscal Year

We are approaching the final quarter of our business year and it is time to plan for purchases that need to be accomplished with current fiscal year funds. In order to allow for sufficient time to complete the procurement, receipt and payment cycle, requisitions should be received in Procurement and IT Procurement and Licensing Services (ITPALS) by the following dates:

**April 15th:** All purchases valued over \$200,000 except contract computer hardware. All purchases of furniture and vehicles of any value. Especially noted are those purchases being funded with SCHEV/Equipment Trust Fund Funding.

**May 13th:** All purchases valued under \$200,000 and all computer hardware of any value.

Procurement and ITPALS will continue to accept and act upon requisitions received after these dates. However, no assurance can be offered that the business cycle will be completed before the end of the fiscal year.

**HokieMart:** Purchase orders to outside suppliers may continue to be processed in HokieMart using Punch-out catalogs, contract suppliers, and non-catalog suppliers where the value is under \$10,000 with the exception of software. All software must be reviewed via ITPALS ServiceNow prior to purchase. The above cut-off dates do not apply if the goods/services can be received and invoiced prior to the final date for processing invoices. If goods/services cannot be received and invoiced by the final date, users must apply the accounting date of 7/1/22 to avoid an encumbrance against FY22 funds.

**June 17th:** Anticipated cutoff date for Accounts Payable processing of payment of invoices against FY22 funds.

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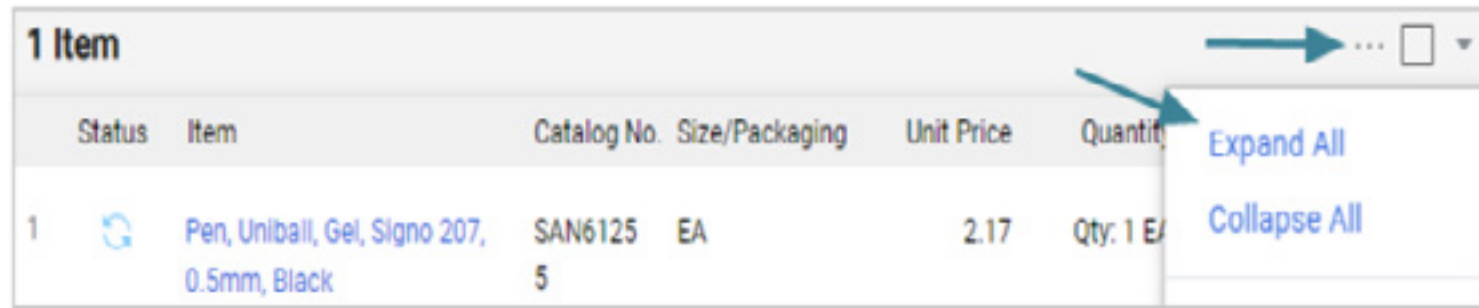
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## Hokiemart Upgrade 22.1 - Effective March 20, 2022

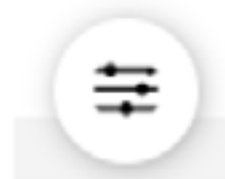
The latest HokieMart upgrade 22.1 will go in to effect on March 20, 2022. HokieMart users should be aware of the following new features and changes coming with this upgrade.

Users will have new options to Expand All or Collapse All line Items on requisition, purchase order, and invoice documents.



Status	Item	Catalog No.	Size/Packaging	Unit Price	Quantif
1	Pen, Uniball, Gel, Signo 207, 0.5mm, Black	SAN6125	EA	2.17	Qty: 1 EA

Additionally, the toggle button to view the classic version of the Approvals Search Queue, Draft Receipts, and Receiving pages will no longer be available following the upgrade.



Any users who have questions or need additional assistance navigating these pages can email [hokiemart@vt.edu](mailto:hokiemart@vt.edu)

## UPS Account Fee Update

In December 2021 Virginia Tech Procurement was informed that UPS failed to move the outbound freight accounts to the new contract. As a result, one or two \$33 account fees were added to many of the University's accounts. At this time, Procurement is advising that all departments pay these fees along with any late fees that may have accrued. Procurement is actively working with UPS and many other state entities who have been effected by this error to recover these funds. Procurement is advising making these payments to avoid further late fees and a suspension of outbound freight services.

If the invoice has more than two weekly service fees, please contact Kim Widrig at [kdcromer@vt.edu](mailto:kdcromer@vt.edu). If any department has already paid this fee or has not seen this fee on their invoice, this message can be ignored.

## CONTRACTS CORNER

### SCHEV Ordering Reminder

March 31st, 2022 Final day for departments to enter ETF Requisitions in to HokieMart

June 17th, 2022 Deadline for ETF invoices to be submitted to Controller's Office for payment.

Please remember to work with Fixed Assets to ensure that all equipment is properly tagged and inventoried.

Multiple, like items could be ordered from the same vendor and on one requisition. The reference number of each item must be shown on the requisition.



### Have Suggestions?

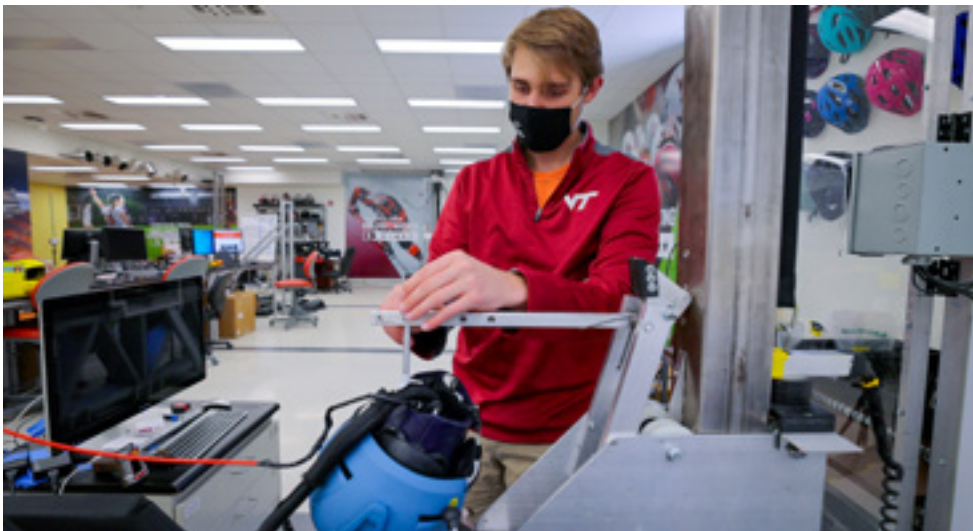
Tell us how we are doing by using the link below:

[Give us your feedback](#)

DID YOU KNOW?

## VT Helmet Lab

Recently Procurement assisted the Helmet Research Lab with purchasing an additional component for their Hybrid III anthropomorphic test device (ATD aka test dummy). The Virginia Tech Helmet Lab uses the Hybrid III ATD to simulate head and body impacts in the laboratory and on the field. The data collected from these ATD experiments is used to assess the risk of injury in automotive, aviation, military, and sports environments. The Hybrid III chest (i.e., upper thorax) is helpful for determining the risk of chest injury because it can measure the amount of chest deflection that could occur. The ATD and components were purchased from a company called Humanetics, a Michigan based company which specializes in sensory intelligence. If you or your department need any assistance with upcoming purchases, be sure to reach out to Procurement!



## Hokiemart Requestor Training



Procurement is resuming HokieMart Requestor Training sessions this spring! In person sessions will take place in the North End Center and Zoom options are available for those that work remotely. See below for the 2022 training dates.

The Requestor is the individual (user) who initiates the electronic purchase of goods and services. HokieMart Requestor Training is recommended for anyone who has purchasing responsibilities for their department. This is a hands on training that will cover the basics on HokieMart navigation and will walk you through how to submit a requisition using the various types of order forms.

May 25th, June 29th, July 27th, August 31st, September 28th, October 26th and November 30th  
All from 8:30AM to 10:30AM

Register Here on [PageUp](#)

## UPCOMING EVENTS

ABC's of Procurement Part 1  
March 24, 2022  
May 19, 2022  
[Register Here](#)

ABC's of Procurement Part 2  
April 21, 2022  
[Register Here](#)

# PROCUREMENT SPOTLIGHT

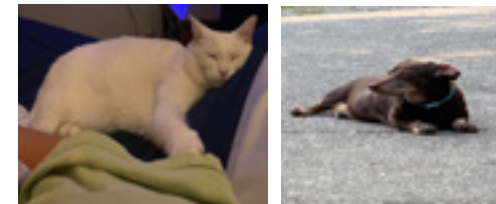
Name: Paige Quesenberry  
Nickname: Peanut, PQ  
Years at VT: 2 months

What are your main duties/commodities/: As the contract support specialist, I assist in coordinating the buying staff and university administrator's responsibilities on major contracts by initiating the renewal process for the contracts eligible for renewal. I assist in setting up and maintaining accurate contract file records to include the hard copy files, Jaggaer (HokieMart) contract management records, eVA (Sole Source Awards) and VASCUPP contract listings. I assist in facilitating the prompt resolution of contract compliance issues in coordination with the assigned buyer; while ensuring supplier relationship management best practices are included in contract renewal/compliance processes.

**Favorite Sport(s) to Watch:** Basketball, baseball, and football  
**Favorite Sport(s) to Play:** Basketball, Tennis, & Cornhole lol  
**Favorite Team:** HOKIES! My Dad actually took me to my first football game.  
**Favorite Holiday:** Halloween- decorating, dressing up, parties  
**Favorite Foods:** ALL the Thanksgiving food- turkey, stuffing, mashed potatoes  
**Favorite item from Starbucks:** Chai tea with two shots espresso - hot  
**Hobbies or what you do in your spare time:** Hiking, being on the lake, kayaking, ANYTHING outdoors, re-learning to play the piano  
**Organizations or Committees you belong to:** VP for Finance Inclusion & Diversity Committee

What are you passionate about right now: Animals, ALWAYS!  
Becoming an advocate for mental health.

**Favorite Animal:** Sloth  
**Current Pet/s:** a solid white cat named Lily(5) & our family chocolate brown weenie dog, Hershey(17)



**Animal I would like to have one day:** ALL the dogs and Lily herding them all :)  
**Favorite Movie:** Breakfast Club  
**Favorite TV Show:** The Office  
**Talents you are proud of:** I used to play piano and Im currently in the process of taking lessons again  
**What accomplishment are you most proud of:** Paying off my Jeep last year

**What amazing adventure have you had:** I went to California by myself for a job interview and explored LA, and parts of northern Cali for a few days and really took it all in. I saw the sunrise on east coast and watched the sunset with my toes in the Pacific Ocean on the west coast all in the same day, that was a pretty cool experience.

**What are you most thankful for:** My family and friends, having a career to come into every day

**If you had to pick one word to describe yourself what would it be:** Charismatic

**Which 3 people living or dead would you have dinner with:** My great grandparents, I lost them in middle & high school and think it would be nice to catch up.



**Who is your favorite Celebrity:** Steve Carell

**What is your idea of a perfect vacation:** I would love to just sneak away for a weekend or a week to my favorite beach, Kure, NC, and just chill; just go with the flow and be on island time and my own time. For me that would consist of sleeping in, beach all day with snacks, socialize with other beach go-ers, takeout dinner and relax or maybe go out

**Mountains or Ocean:** BEACH ALL DAY

**Summer or Winter:** SUMMER

**City or Country:** Country

**Favorite Quote or Saying:** "You miss 100% of the shots you don't take.

-Wayne Gretzky"-Michael Scott

**What is your favorite phone app:** Apple Music- I would be lost without music

**Where are you from and where all have you lived:** I am from Wytheville, Va. I have lived in Bridgewater, Va. Harrisonburg, Va. Radford, VA, and Christiansburg, VA