

THE CART

What's happening in Procurement at Virginia Tech

August 2023

HokieMart Ship To Address Review

We are conducting a review of the formatting of all ship to addresses in HokieMart to ensure consistency with University and USPS standards. While some addresses may change slightly in format, users should not experience any changes or delays in their deliveries on their purchases made through HokieMart. Any concerns can be directed to [Erin Griffin](#)

HokieMart Upgrade Resource

You can click on this [link](#) to see detailed screenshots about upcoming or recent changes to HokieMart.

Users with questions navigating these changes can email hokiemart@vt.edu

Poll: Amazon Bulk Buy for Remote Shipments

Amazon is rolling out a brand-new program, we would like to get some feedback from campus to gauge any interest.

The Amazon Bulk Buy for Remote Shipments program allows you to place one-time, large-quantity orders that are shipping to 50+ addresses and/or 999+ units or 49+ items. The items, quantities, and addresses are listed on a spreadsheet and provided to Amazon Business to automatically process on your behalf. You will receive order confirmations and delivery notices as with any order, and the order status can also be tracked within your Amazon Business account. This program could eliminate the need to ship bulk orders to campus and then utilize a third-party shipper in situations of large remote shipment orders.

Would this program benefit your department? Please complete the following poll found here to let us know! <https://forms.gle/3X8Pg7BDozVzY9DVA>

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Purchase of Employee Awards Procedures

The Procurement Department has created a guide titled "How to Buy or Handle" for acquiring Employee Recognition Awards as part of the Employee Awards and Recognition Programs. These awards hold significant importance in cultivating a positive and motivated work atmosphere. As you strategize your upcoming year's recognition events, it's advised to carefully consider both the outlined guidelines and the underlying policy. Specifically, University Policy 4335 should be consulted to ascertain the appropriateness of granting employee awards.

Procurement provides access to a variety of contracted vendors specializing in promotional items, including employee awards. To explore these options, you can utilize our VT Contracts search tool by employing the keyword "promotional." This will enable you to access an up-to-date list of vendors with whom contracts have been established.

When initiating a non-catalog requisition within HokieMart, remember to employ account code 14138, designated as the Employee Awards Program. Additionally, please reference the Award Program Reference Number that has been assigned to you by Human Resources. This information is crucial for accurate tracking and allocation of resources.

Should you have any inquiries regarding the procurement procedures associated with employee awards, please don't hesitate to reach out to us at hokiemart@vt.edu. Your questions and concerns can be addressed through this channel, ensuring a clear understanding of the process.

SWAM Vendor Spotlight: Sysco Guest Supply

Sysco Guest Supply is a world-leading supply company with over 40 years of experience, global resources, and a full-spectrum of product and service solutions for every area of your school or campus.

Take advantage of our special pricing for E&I members, as well as extensive product selection and availability.

From cleaning and sanitizing supplies to mattresses, electronic equipment and health & hygiene products, we have everything your facility needs to create a safe and comfortable environment for students and staff.

WHY GUEST SUPPLY?

- TRUSTED PROVIDERS
- GLOBAL DISTRIBUTION NETWORK
- EXPERT ASSISTANCE
- ENHANCED ORDERING
- EXPERIENCE

To Learn about and take advantage of our E&I Cooperative Services Contract highlight this link: www.eandi.org/contracts/guest-supply/

Card Integrity

Procurement would like to introduce you to Card Integrity, a trusted partner that specializes in providing comprehensive expense management solutions. In our ongoing efforts to ensure the responsible use of our PCard program, we have partnered with Card Integrity to enhance oversight and control.

You may soon be receiving communication directly from Card Integrity regarding their auditing and monitoring PCard transactions to detect any potential anomalies or policy violations.

This collaboration reflects our commitment to maintaining the highest standards of financial integrity and accountability.

We appreciate your cooperation and participation in this initiative as we work together to uphold the principles of responsible procurement.

Please reach out to the Pcard team at purchasecard@vt.edu or call Cheri Meador at 540-231-6031, if you have any questions.

CONTRACTS CORNER

New ATG Vendor- Panera Bread

America To Go now features three new Panera Bread locations added to our punchout.

- Panera (Richmond)- 1370 N Parham Road
- Panera (Newport News)- 12368 Warwick Boulevard
- Panera (Merrifield)- 8191 Strawberry Lane

Please check our [America-To-Go Caterer List](#) for weekly updates of current vendors.

Computer Monitor Reselling Program Transitions to Recycling

In response to space constraints and low auction returns, we have made the decision to transition from reselling computer monitors to an environmentally conscious approach. Moving forward, we will be recycling computer monitors in bulk. This change comes after careful consideration of the challenges we faced in storage, auction outcomes, and departmental interest in reusing these monitors. Our commitment to providing reliable and quality services remains unwavering, and this shift will help us streamline our efforts and reduce potential frustration associated with monitor quality. We appreciate your understanding and continued support as we strive to adapt and improve our offerings.



DID YOU KNOW?

Space Rabbit Coffee Co

Did you know that the Procurement department recently helped the Virginia Maryland College of Veterinary Medicine and the Newman Library find a new provider to operate the cafes at both locations? An RFP was conducted to identify potential food service providers that could operate the cafes. Space Rabbit Coffee Company, a locally owned small business, was awarded the contract and will now be operating at both locations. They will be offering a wide variety of breakfast, lunch, grab n go, and beverage options at both cafes, so please be sure to stop by and give them a try!

Hands On Training for HokieMart Requestors Now Being Offered:



- Aug 30th 2023 (In Person)
- Sept 27th 2023 (Zoom)
- Oct 25th 2023 (In Person)
- Nov 29th 2023 (Zoom)

Registration Required through [PageUp](#)

UPCOMING EVENTS

ABC's of Procurement Part 1 Sign Up on [PageUp](#)

ABC's of Procurement Part 2 Sign Up on [PageUp](#)



Have Suggestions?

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

[Give us your feedback](#)

PROCUREMENT SPOTLIGHT

Name: Rachel Meadows
Years at VT: 6 years
What are your main duties/commodities: Assistant Contracting Officer for Capital Construction and SWaM Supplier Champion

Favorite Sport/s to Watch: Football

Favorite Sport/s to Play: I'm too accident-prone to play sports.

Favorite Team: Alabama! Roll Tide!

Favorite Holiday: Thanksgiving. Great food, time with family and friends, showing gratitude for life... plus good shopping!

Favorite Food: Cajun food is my favorite, but if I had to choose one dish, it would be shrimp and grits.

Favorite Item from Starbucks: Black coffee for me (just say "no" to pumpkin spice)

Hobbies or what do you do in your spare time: Walking or hiking is my absolute favorite thing to do. I walk at least 3 miles every day. I also enjoy taking something old and worn and making it beautiful again.

What are you most passionate about right now: I'm a mom of two teenagers and a part-time graduate student at VT. So, I don't have a ton of spare time to be passionate about

much. However, I've become very passionate about cooking quick & tasty meals (that my picky teenagers still manage to complain about haha).

Favorite Animal: Dogs!
Current Pet/s: I have two miniature schnauzers (Frodo & Arwen)

Favorite Book: Oh, The Places You Will Go! By Dr. Seuss
Favorite TV Show: The Pioneer Woman

What accomplishments are you most proud of: Ask me this question in May 2024, and the answer will be completing my Master's at VT as a non-traditional student!

What Are You Most Thankful For: Life! Getting older is a blessing.

If You Could Pick One Word To Describe Yourself, What Would It Be: Ambitious

Who Is Your Biggest Role Model: Abigail Adams, "Remember the ladies"

What Is Your Idea of A Perfect Vacation: A road trip with friends to see new and exciting places, minus big crowds.

Mountains or Ocean: Mountains all day! I'd prefer to stay clear of hurricanes...yikes!

Summer or Winter: Neither! I prefer Spring or Fall.



City or Country: I need a happy medium. I want space from crowds, but I need decent shopping nearby.

Favorite Quote or saying: The answer is "no" if you dont ask.

What is your favorite phone app: I'm more of a... where did I set my phone down?... type of person.

Where are you from and where have you lived: I was born and raised in Alabama. I lived in Charlotte, NC for 3 years before moving to Blacksburg 6 years ago.