

# THE CART

What's happening in Procurement at Virginia Tech

January 2022

## Centralized Distribution of KN95's and Surgical Masks

President Sands is encouraging all faculty, staff and students to upgrade their masks to a KN95 or equivalent to mitigate the Omicron variant of the COVID virus. Starting Monday, January 10th, Departments can order reusable KN95 masks and disposable surgical masks. Departments can request an order of masks by completing an ISR within HokieMart. Orders received and fully approved before 2 p.m. each day will be available for pick up the next business day in the North End Center (room 2410). Pick up hours are 8:30 a.m.- 4p.m. This ISR will become available for ordering on Friday, January 7th. First orders will be distributed on Monday, January 10th.

The following products are available:

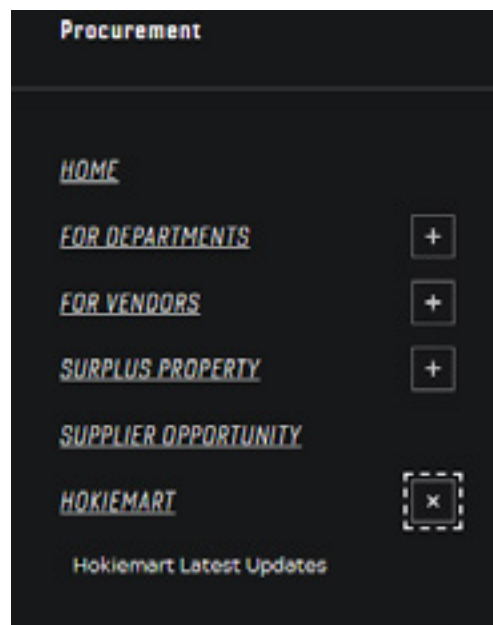
- Disposable Surgical Masks- in packages of 50 masks
- KN95 Masks (reusable)- in packages of 10 masks

Instructions for processing the ISR in HokieMart can be found [here](#). A price list of the masks will be located within the [instructions](#), although there will be no cost to the departments. ISRs should be completed with appropriate unit pricing.

University departments located outside of the Blacksburg area can have their masks shipped to them.

## NEW HokieMart Latest Updates Website

You can now find the upcoming and most recent changes to HokieMart on our new HokieMart Latest Updates webpage! The page is housed on the HokieMart and Training Reference Materials webpage on Procurement's website, or [click here](#) to jump directly to the page!



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# BOOTMAKERS

On Demand - Styles Customized for You.

## SWaM Spotlight

Procurement is proud to introduce the University to Bootmakers, a SWaM certified company and new addition to our supplier database. They specialize in custom boots and uniform shoes. If you have a need for custom boots or uniform shoes, please reach out to Vidhya Iyar.

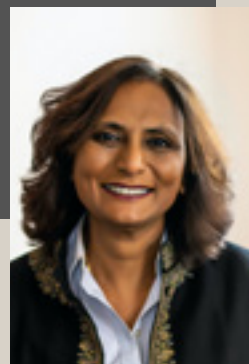
- Extensive knowledge of footwear manufacturing and leatherwork processes.
- Bulk orders accepted.
- Transparent partnership with suppliers.
- Customized styles for men and women.
- Prompt and seamless communication with customers.
- On-time delivery.
- Process inspectors who visit the factory while the shoes are being made to detect and rectify any defects. Finished goods inspection before dispatch.
- Competitive prices.
- Quality assurance.
- Regular supplier audits to ensure quality.



### Unique Capabilities

- ▶ Production capacity - 100 to 5,000 pairs per month for standard sizes.
- ▶ Custom sizes provided.
- ▶ Leather suppliers employ environmentally conscious tanning practices and have access to a broad range of leathers.
  - ▶ Leather uppers and synthetic or leather soles as per your requirements.
- ▶ Smooth supply chain procedures.
- ▶ Partnering with Dauch Center for the Management of Manufacturing Enterprises at Purdue University to develop an inventory management and order forecasting app for

Minority Woman-Owned Business. (MWBE)  
 Duns/Unique Entity ID: 040079112  
 Cage Code: 7JQY8  
 NAICS: 316998/316210/424340  
 SWaM: 803066  
 EIN: 47-1334832



Vidhya Iyer - Designer/Owner

#### Current customers:

Culver Military Academy  
 Indiana National Guard  
 Texas A and M  
 Tarleton State University  
 VASCUPP Contract with Virginia Military Institute

Bootmakers LLC. 3408 Putnam St. West Lafayette, IN 47906.  
 (765)412-7243 [info@bootmakers.us](mailto:info@bootmakers.us) website: [www.bootmakers.us](http://www.bootmakers.us)

### Pcard Fiscal Responsibility

The Procurement and Controller's Office would like to remind Pcard holders and approvers that in order to remain in compliance with University Policy 3100-Fiscal Responsibility, segregation of duties must be maintained between the Pcard holder, and the approver. The Pcard holder should never approve their own reconciliation in ChromeRiver. Doing so is in violation of policy. Monthly reviews are being performed to ensure compliance. Failure to maintain a segregation of duties will result in a 90-day suspension of Pcard privileges and repeated violations will result in a permanent loss of privileges. Please email your Pcard Administrator at [purchasecard@vt.edu](mailto:purchasecard@vt.edu) if you have any questions about this policy or the Pcard program.



## CONTRACTS CORNER

### SCHEV 2022

It's that time of year again! A friendly reminder to departments that we are approaching SCHEV season. When submitting requisitions in HokieMart using SCHEV funding, please be sure to include the Equipment Trust Fund (ETF) number in the external notes section of the requisition. This helps notify buyers they are processing a SCHEV order and ensures the order will be processed accordingly. If you have any questions don't hesitate to reach out to the Procurement department!



### Have Suggestions?

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

[Give us your feedback](#)

DID YOU  
KNOW?

### Micro Fridge Units Coming to Campus

Earlier this fall the Procurement department assisted the Division of Student Affairs to establish a contract for the purchase of approximately 5,200 mini-fridge units that will be placed in all on-campus student residence halls? Starting in the Fall 2022 semester, each residence hall room on campus in Blacksburg will be outfitted with a Micro-Fridge unit which consists of a refrigerator, freezer, and microwave! This will result in a significant cost savings for students/families, shorten move-in times, and provide a more sustainable option as it eliminates packaging waste the University accumulates each year. The University has partnered with a small, locally-owned business known as Melvin Corporation to provide these units during the spring/summer of 2022. If your department is planning for any large acquisition in the future, be sure to reach out to Procurement for help!



Requestor Training  
Coming Soon!



We are revamping our training guides and resuming in person Hokiemark Requestor training in spring 2022! Zoom options will also be available for those working remotely.

### UPCOMING EVENTS

ABC's of Procurement Part 1  
January 20, 2022  
March 24, 2022  
May 19, 2022  
[Register Here](#)

ABC's of Procurement Part 2  
February 10, 2022  
April 21, 2022  
[Register Here](#)

# PROCUREMENT SPOTLIGHT

Name: Janet Hinkley

Years at VT: Less than a year

What are your main duties/commodities/: Working in Surplus dealing with VT Assets

Favorite Holiday: Thanksgiving

Favorite Foods: Cheeseburger

Favorite item from Starbucks: Mocha Latte

What are you passionate about right now: Enjoying each day to the fullest

Favorite Animal: Dogs

Current Pet/s: Chihuahua and a Maltese

Mountains or Ocean: Ocean

Summer or Winter: Summer



What accomplishment are you most proud of: Being a parent

What are you most thankful for: My family and friends

What is your idea of a perfect vacation: Relaxing at the beach

Where are you from and where all have you lived: From Christiansburg VA and have only lived in Virginia