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.
## 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. If any department has already paid this fee or has not seen this fee on their invoice, this message can be ignored.

## SCHEV Ordering Reminder

- **March 31st, 2022** Final day for departments to enter ETF Requisitions into 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.

## HokieMart Upgrade 22.1 - Effective March 20, 2022

The latest HokieMart upgrade 22.1 will go into 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.

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.

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Based company which specializes in sensory intelligence. If you or your de-

ponents were purchased from a company called Humanetics, a Michigan

t can measure the amount of chest deflection that could occur. The ATD and

(i.e., upper thorax) is helpful for determining the risk of chest injury because

automotive, aviation, military, and sports environments. The Hybrid III chest

collected from these ATD experiments is used to assess the risk of injury in

simulate head and body impacts in the laboratory and on the field. The data

additional component for their Hybrid III anthropomorphic test device (ATD

Recently Procurement assisted the Helmet Research Lab with purchasing an

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, Au-

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

SPOTLIGHT

Name: Paige Quesenberry

Nickname: Peanut, PQ

Years at VT: 2 months

What are your main duties/com-

modities?: As the contract support specialist, I assist in coordinating the

buying staff and university admin-

istrator’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 man-

agement records, eVA (Sole Source Awards) and VASCUPP contract list-

ings. I assist in facilitating the prompt resolution of contract compliance

issues in coordination with the as-

signed buyer; while ensuring supplier

relationship management best prac-

tices are included in contract renew-

al/compliance processes.

Favorite Sport(s) to Watch: Basket-

ball, 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- deco-

rating, dressing up, parties

Favorite Foods: ALL the Thanksgiv-

ing 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 out-

doors, 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 choco-

late 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 Pacif-

c Ocean on the west coast all in the

same day, that was a pretty cool ex-

perience.

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:

Carell

Steve

Who is your favorite Celebrity: Steve

Carell

What is your idea of a perfect vaca-

tion: I would love to just sneak away

for a weekend or a week to my favor-

ite 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 re-
lax 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.

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

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