

# THE CART

What's happening in Procurement at Virginia Tech

August 2024

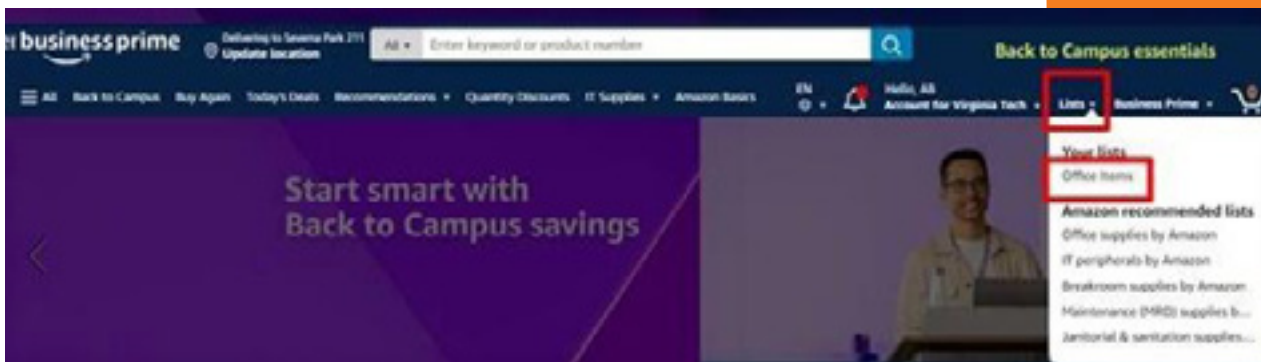
## Amazon Business Office Items List

As we prepare for the upcoming semester, Amazon has curated a helpful list of office items available through the punchout system. To access this list, simply navigate to the "Lists" section in the upper right-hand corner of the site and select "Office Items." This list includes preferred items currently available on the marketplace, offering significant savings for your department.

We are also delighted to announce that our Amazon Business Strategic Account Manager, Kelsey Bowen, welcomed her baby in June! She will be on maternity leave until November. In the meantime, for any questions regarding the office supplies list or general Amazon purchasing support, please reach out to Jaclyn Silva at [jaclynsi@amazon.com](mailto:jaclynsi@amazon.com).

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## Helpful Tips When Purchasing Slack

Slack is a chat-based communication tool used by teams for online collaboration. The Division of IT hosts an official Virginia Tech Slack Workspace for the university at [virginiatech.slack.com](https://virginiatech.slack.com). More details about Slack can be found [here](#).

### Helpful tips when purchasing Slack

- Should be purchased through an ISR to the supplier VT Departmental Software
- Along with the Software Order Form, please attach an Excel spreadsheet indicating the PID(s) to which each license should be assigned, to the HokieMart order.
- A PID and an active university affiliation is needed to be able to purchase a Slack license through VT Departmental Software. Along with this Slack has not been reviewed for student use, so students can't purchase a license
- Once your order has been processed these PID(s) will have immediate access to Slack

Detailed instructions on purchasing Departmental Software can be found [here](#).

## HokieMart Requestor Training Moves Fully To Zoom

To enhance accessibility and convenience, HokieMart Requestor Training will now be conducted exclusively via Zoom. This change ensures a broader reach, allowing more participants to benefit from the training without needing to attend in person. The curriculum of the class will not be affected by this change.

You can sign up for upcoming HokieMart Requestor Trainings on [PageUp](#).

Remaining sessions for 2024:

- August 28th 2024
- September 25th 2024
- October 30th 2024
- November 20th 2024

For any questions or concerns about this change in format, please email Erin Griffin at [erinc93@vt.edu](mailto:erinc93@vt.edu).

## P-cards Move To Electronic Statements Starting September

We are excited to announce that Virginia Tech is moving to electronic statements for all Pcard holders, effective September 16th. This change aligns with our commitment to sustainability and environmental responsibility as part of our ongoing green initiatives.

By transitioning to electronic statements, we aim to reduce paper waste, lower our carbon footprint, and streamline the statement review process for cardholders. Each month, you will be responsible for logging into Bank of America's Global Card Access to review your statements and reconcile them in Chrome River by the 10th of the month.

This change ensures faster and more secure access to your account information while allowing you to manage your expenses efficiently. We appreciate your cooperation and support in helping us positively impact the environment.



## New Payment Category for Payment Request Forms

*Please note that a new category for Non PO Payment Request Forms has been added and is now available for immediate use.*

### E11- Research Project Participants (Subjects)

#### DETAILS:

**Limited to purchases less that \$500 in total value.** Incentives paid to individuals for participation in research. Requires Institutional Review Board (IRB) approval and attachment to form. When such payments are made, the disbursements are handled as payments to independent contractors, not payments to employees for work performed. Appropriate IRS form (W9, W-8BEN) required for any payment exceeding \$75. See [Procedure 23715c: Selecting and Paying Human Subject Participants](#) for additional information.



### Have Suggestions?

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

[Give us your feedback](#)

## DID YOU KNOW?

### Did You Know? New Ice Cream Contracts

Did you know that Virginia Tech students, faculty, and staff can now indulge in a delicious range of high-quality ice cream options thanks to an exciting new partnership with Rookies and Hershey Ice Cream? The collaboration brings innovative and tasty treats to various locations across campus, ensuring everyone has the perfect way to cool off during these hot summer days.

**Rookies:** Known for their delightful ice cream sandwiches, Rookies will offer a selection of these popular treats, along with various flavors in pint-sized options. Whether you're craving a classic combination or something more adventurous, Rookies has something to satisfy every palate.

**Hershey Ice Cream:** Hershey's will provide tubs of their classic and creative flavors, offering a wide range of choices for ice cream lovers. From traditional favorites to unique seasonal selections, there's a flavor for everyone to enjoy.

So, why wait? Head to one of the many locations on campus to indulge in these delicious ice cream offerings. It's the perfect way to beat the heat and treat yourself to something special this summer!

## Training for HokieMart Requestors:



- Aug 28th 2024
- Sept 25th 2024
- Oct 30th 2024
- Nov 20th 2024

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](#)

# PROCUREMENT SPOTLIGHT

## Welcoming Reed Nagel as the New Assistant Vice President and Director of Procurement

We are thrilled to announce that Reed Nagel has been promoted to the position of Assistant Vice President and Director of Procurement at Virginia Tech. Reed has been a dedicated member of the Virginia Tech Procurement team for several years, demonstrating exceptional leadership and a deep commitment to our university's mission.

Reed's tenure at Virginia Tech has been marked by his outstanding contributions to enhancing our procurement processes. His expertise in strategic sourcing, contract management, and supplier relations has consistently driven efficiencies and cost savings, benefiting the entire university community.

In his new role, Reed will continue to oversee all procurement activities, with a renewed focus on advancing supplier diversity, integrating cutting-edge procurement technologies, and fostering a culture of continuous improvement. His in-depth understanding of Virginia Tech's unique needs and his proven track record make him the ideal leader to guide our procurement operations into the future.

Reed's dedication to Virginia Tech is evident in his vision for the Procurement department. "I am honored to take on this new role and continue serving the Hokie community," Reed said. "I look forward to working closely with our talented team and partners to drive innovation and excellence in our procurement practices."

Congratulations, Reed, and thank you for your continued dedication to Virginia Tech!

