

# Maximizing Non-Payroll Resources



Virginia Tech Procurement Office  
Bonnie Sutphin  
Regina Atkins

Virginia Tech Controller's Office  
Stacy King



MEMORANDUM

**DATE:** March 1, 2016  
**TO:** Deans, Directors, and Department Heads  
**FROM:** Mary W. Helmick  
Director of Procurement  
**RE:** End-of-Fiscal-Year Procurements

*Please distribute this memo to all employees in your department who have responsibility for supply and fiscal activities.*

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 Acquisitions by the following dates:

**April 15th:** All purchases valued over \$50,000 except contract computer hardware. All purchases of furniture and vehicles of any value.

**May 13th:** All purchases valued under \$50,000 and all computer hardware of any value. Last day for P- card purchases to be applied to FY16 funds.

Procurement and IT Acquisitions 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, hosted catalogs for contract suppliers, contract suppliers, and non-catalog suppliers where the value is under \$2,000. 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 7/1/16 to avoid an encumbrance against FY16 funds.

**Other Important Dates**

**June 17th:** Anticipated final date for processing of invoices against FY16 funds.

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*Invent the Future*

# Encumbrance Reports

- **Encumbrance Aging Report**
  - The report lists all open encumbrances and groups the encumbrances into 0-60, 61-180, 181-360, and over 360 days aging categories. This report will help departments more efficiently identify and manage open commitments.
  - Two options of the report are available. When the ENCUMBRANCE option is selected, the report is sorted by organization and then the encumbrance ID (i.e. PO, EN number). When the FUND option is selected, the report is sorted by organization and then by fund number.

# Web Report Submission

https://webapps.es.vt.edu/webreport/submit

ES Report Submission

User Manual  
Navigation Map

Virginia Tech Enterprise Systems  
Report Submission

### Encumbrance Aging Report

Parameters		
1 Enter <b>CURRENT</b> for aging as of current date or <b>PRIOR</b> for aging as of end of previous month	<input type="text" value="CURRENT"/> <input type="text" value="PRIOR"/>	<input type="button" value="Help"/>
2 Enter specific <b>Organization(s)</b> for report (Leave blank if entering funds in number 4 below)	<input type="text"/>	<input type="button" value="Help"/>
3 Enter <b>Fund</b> to view Organizations in Fund order or <b>Encumbrance</b> to view the Organizations in Encumbrance ID order	<input type="text" value="Fund"/> <input type="text" value="Encumbrance"/>	<input type="button" value="Help"/>
4 Enter specific <b>Fund(s)</b> for report (Leave blank if entering organizations in number 2 above)	<input type="text"/>	<input type="button" value="Help"/>
5 Indicate if specific accounts should be included or excluded. To include all accounts in the report, select the <b>Neither</b> option and leave the account blank in number 6 below. To <b>Include</b> or <b>Exclude</b> specific accounts, enter the accounts in number 6 below.	<input type="text" value="Neither"/> <input type="text" value="Include"/> <input type="text" value="Exclude"/>	<input type="button" value="Help"/>
6 Leave <i>blank</i> to report on all accounts or enter specific <b>Account(s)</b> to be included or excluded from report	<input type="text"/>	<input type="button" value="Help"/>
7 Enter <b>Y</b> to produce data file or <b>N</b> for no data file	<input type="text" value="Y"/> <input type="text" value="N"/>	<input type="button" value="Help"/>

[Click here](#) if you would like to send comments concerning this report.

Virginia Tech  
Invent the Future

# Monthly Review of Open Encumbrances – Aging Report

FIN\_ENC\_AGING (V5)

Virginia Tech - Warehouse PROD  
Banner Finance System: Encumbrance Aging  
As of 31-MAR-2016  
All Accounts

31-MAR-2016 14:01:15

Orgn	Encumb	Vendor	0-30 days	31-60 days	61-180 days	181-360 days	Over 360 days
	EN000063	VT Internal Encumbrance	0.00	0.00	0.00	8,374.88	0.00
	P2405476	Broad-Based Knowledge LLC	0.00	0.00	0.00	0.00	20,617.06
	P2457600	Advanced Logic Industries Inc	0.00	0.00	0.00	0.00	174.30
	P2482595	Ricoh USA Inc	0.00	0.00	0.00	0.00	947.22
	P2546695	Ricoh USA Inc	0.00	0.00	0.00	0.00	448.23
	P2577848	Digi-Key Corporation	0.00	0.00	0.00	0.00	55.25
	P2650166	Integrated Design Tools Inc	0.00	0.00	0.00	0.00	500.00
	P2651159	Georgetown University	0.00	0.00	0.00	0.00	41,958.27
	P2651793	Lowe's Home Centers Inc	0.00	0.00	0.00	0.00	120.00
	P2694430	tooldiscount.com	0.00	0.00	0.00	0.00	197.96
	P2709677	Keysight Technologies Inc	0.00	0.00	0.00	0.00	328.80
	P2726867	Global Equipment Company	0.00	0.00	0.00	0.00	299.70
	P2729250	University of Colorado at Boul	0.00	0.00	0.00	0.00	103,046.37
	P2734391	University of California, San	0.00	0.00	0.00	0.00	122,914.93
	P2739238	Teledyne LeCroy Inc	0.00	0.00	0.00	0.00	675.00
	P2739958	Cole-Parmer Instrument Company	0.00	0.00	0.00	0.00	140.50

- Review all encumbrances in the 181 – 360 day and over 360 day categories on a monthly basis.
- EN encumbrance are for internal charges such as telecommunication charges or auxiliary admin charges. They are loaded at the beginning of each fiscal year and age as the fiscal year progresses. Usually, EN encumbrance balances decrease from month to month. All EN encumbrance balances are zeroed out before the end of the fiscal year. These encumbrances do not roll forward.

**Slide 5**

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**KS1**

King, Stacy, 3/31/2016

# Monthly Review of Open Encumbrances – Aging Report

P2988381	IEEE	1,540.00	0.00	0.00	0.00	0.00	0.00
P2988382	United Silica Products Inc	230.00	0.00	0.00	0.00	0.00	0.00
P2988383	The Supply Room Companies Inc	151.70	0.00	0.00	0.00	0.00	0.00
P2988385	The Supply Room Companies Inc	31.90	0.00	0.00	0.00	0.00	0.00
PR160001	VT Payroll Encumbrance	0.00	0.00	0.00	0.00	1,865,732.39	0.00
PR160002	VT Payroll Encumbrance	0.00	0.00	22,496.10	0.00	0.00	0.00
R0044060	Synrad Inc	4,336.75	0.00	0.00	0.00	0.00	0.00
R0044123	Advanced Technical Marketing	46,410.00	0.00	0.00	0.00	0.00	0.00
R0044318	WITec Instruments Corporation	76,730.92	0.00	0.00	0.00	0.00	0.00
TA011216	Not Available	0.00	0.00	0.00	0.00	1,036.86	0.00
TA011319	Not Available	0.00	0.00	0.00	0.00	530.00	0.00
TA011372	Not Available	0.00	0.00	0.00	0.00	1,005.15	0.00
TA012189	Not Available	0.00	0.00	0.00	0.00	7,540.00	0.00
TA014737	Not Available	0.00	0.00	0.00	0.00	100.00	0.00
TA015103	Not Available	0.00	0.00	0.00	0.00	2,474.12	0.00
TA016998	Not Available	0.00	0.00	0.00	0.00	260.77	0.00
TA017714	Not Available	0.00	0.00	0.00	0.00	2,150.50	0.00

- PR (Payroll Encumbrances) are also cleared after Salary 11 post and before fiscal year end.
- All types of encumbrances are included in the report – POs, Requisitions, and TAs.

# Encumbrance Reports

- Encumbrance Report
  - Provides a summary and detail report of encumbrances (commitments). The report can be run for a fiscal month or year by department/ organization or by individual fund(s). The summary report provides a listing of outstanding encumbrance balances for the last month queried. The detail report provides individual encumbrance transactions that occurred during the period queried.



# Web Report Submission

https://webapps.es.vt.edu/webreport/submit

ES Report Submission

User Manual  
Navigation Map

Virginia Tech Enterprise Systems  
Report Submission

### Encumbrance Report

Parameters	
1 Please select a <b>Calendar Month and Year</b> for this report.	PRIOR <input type="button" value="Help"/>
2 Please select a time period/interval for this report. MTD (Month to Date) will report only transactions in the Calendar Month selected above. YTD (Year to Date) will report all transactions for the Fiscal Year through the Calendar Month selected above.	MTD YTD <input type="button" value="Help"/>
3 Enter <b>ALL</b> to report on every Organization Code or enter one or more specific: • <b>Department Code(s)</b> or • <b>Organization Code(s)</b>	<input type="text"/> <input type="button" value="Help"/>
4 Leave <i>blank</i> to report on all funds or enter specific <b>fund codes(s)</b> for report.	<input type="text"/> <input type="button" value="Help"/>
5 Indicate if specific accounts should be included or excluded. To include all accounts in the report, select the <b>Neither</b> option and leave the account blank in number 6 below. To <b>Include</b> or <b>Exclude</b> specific accounts, enter the accounts in number 6 below.	Neither Include Exclude <input type="button" value="Help"/>
6 Leave <i>blank</i> to report on all accounts or enter specific <b>Account(s)</b> to be included or excluded from report	<input type="text"/> <input type="button" value="Help"/>
7 Select Type of Report(s): Detail Summary Both	Detail Summary Both <input type="button" value="Help"/>
8 Check here to produce data file.	N <input type="button" value="Help"/>

[Click here](#) if you would like to send comments concerning this report.

Deferred Execution +    Distribution +    Save Parameters +

# Monthly Review of Open Encumbrances – Detail Report

FIN\_ENC\_COMBO (V6)

Virginia Tech - Warehouse PROD  
Banner Finance System: Encumbrance Detail  
Fiscal Year 2016 for the period 01-FEB-2016 thru 29-FEB-2016  
All Accounts

31-MAR-2016 14:08:37



Encumb ID	Acct Code	Tran Date	Transaction Description	Vendor Name	Rule Code	Document ID	Reference ID	Beginning Balance	Commitment Amount	Ending Balance	User ID	Actv Date
P2831910			Zhu, Yizheng					84.06				
Total P2831910								84.06	0.00	84.06		
P2862732			VT The Inn at Vi					20.98				
Total P2862732								20.98	0.00	20.98		
P2931606			VT The Inn at Vi					210.60				
P2931606	12850	022416	IVTSCC-ISR-Direc	n/a	JEI	J0637652	P2931606		(210.60)		CNOWLIN	022416
Total P2931606								210.60	(210.60)	0.00		
P2931607			VT The Inn at Vi					105.30				
P2931607	12850	022416	IVTSCC-ISR-Direc	n/a	JEI	J0637652	P2931607		(105.30)		CNOWLIN	022416
Total P2931607								105.30	(105.30)	0.00		
P2941231			VT The Inn at Vi					43.13				
Total P2941231								43.13	0.00	43.13		
P2929028			Barrows Inc					1,523.00				
Total P2929028								1,523.00	0.00	1,523.00		
P2943457			GovConnection In					253.25				
P2943457	13730	020116	GovConnection In	GovConnection In	INEI	I2568518			(253.25)		LIPRICE	022516
Total P2943457								253.25	(253.25)	0.00		
P2953109			Ricoh USA Inc					32.91				
P2953109	15240	020816	Ricoh USA Inc	Ricoh USA Inc	INEI	I2575742			(32.91)		CARAGC	020816
Total P2953109								32.91	(32.91)	0.00		

- List all open POs with the activity for the period selected.

# Monthly Review of Open Encumbrances – Summary Report

FIN\_ENC\_COMBO (V6)

Virginia Tech - Warehouse PROD  
Banner Finance System: Encumbrance Summary  
Encumbrance Balances at 29-FEB-2016  
All Accounts

31-MAR-2016 14



Fund Code	Fund Description	Encumb ID	Acct Code	Description	Commitment Amount
115851	Faculty Recruiting	P2831910	12880	Zhu	84.06
115851	Faculty Recruiting	P2862732	12880	VT The Inn at Virginia Tech & Skelton Confere	20.98
115851	Faculty Recruiting	P2941231	12880	VT The Inn at Virginia Tech & Skelton Confere	43.13
115851	Faculty Recruiting	P2941232	12880	VT The Inn at Virginia Tech & Skelton Confere	43.13
115851	Faculty Recruiting	P2956971	12850	VT The Inn at Virginia Tech & Skelton Confere	105.30
115851	Faculty Recruiting	P2958208	12880	Heaslip	82.20
115851	Faculty Recruiting	P2960679	12880	Baumann	29.17
115851	Faculty Recruiting	P2961644	12850	Wang	59.30
115851	Faculty Recruiting	P2964484	12850	VT The Inn at Virginia Tech & Skelton Confere	210.60
115851	Faculty Recruiting	P2964632	12880	Tokekar	124.07
115851	Faculty Recruiting	P2964633	12880	Patterson	73.74
115851	Faculty Recruiting	P2967621	12880	Raman	90.00
115851	Faculty Recruiting	P2968691	12880	Lester	102.41
115851	Faculty Recruiting	P2971592	12880	VT The Inn at Virginia Tech & Skelton Confere	43.13
115851	Faculty Recruiting	P2971595	12850	Holiday Inn Express Hotel & Suites	322.32
115851	Faculty Recruiting	P2971604	12880	VT The Inn at Virginia Tech & Skelton Confere	43.13
<b>Total - 115851 Faculty Recruiting</b>					<b>1,476.67</b>
116511	Instruction Labs	EN000063	12180	TELECOMMUNICATIONS CHARGES 0101	(364.50)
116511	Instruction Labs	EN000063	12180	TELECOMMUNICATIONS CHARGES 0201	(364.50)
116511	Instruction Labs	EN000063	12180	TELECOMMUNICATIONS CHARGES 0701	(340.83)
116511	Instruction Labs	EN000063	12180	TELECOMMUNICATIONS CHARGES 0801	(461.83)
116511	Instruction Labs	EN000063	12180	TELECOMMUNICATIONS CHARGES 0901	(374.50)
116511	Instruction Labs	EN000063	12180	TELECOMMUNICATIONS CHARGES 1001	(374.50)
116511	Instruction Labs	EN000063	12180	TELECOMMUNICATIONS CHARGES 1101	(374.50)
116511	Instruction Labs	EN000063	12180	TELECOMMUNICATIONS CHARGES 1201	(374.50)
116511	Instruction Labs	EN000063	12180	Telecommunications Encumbrance 0707	4,089.96
<b>Total - 116511 Instruction Labs</b>					<b>1,060.30</b>
116735	ECE Research	P2128385	22415	Close PO P2128385	(99.74)
116735	ECE Research	P2128385	22415	MBE Control Solutions	1,999.74
116735	ECE Research	P2947657	22410	Vacuum Pump Rebuilders & Welding Service	7,062.00
116735	ECE Research	PR160001	11231	Encumbrance Salaries	13,920.06
116735	ECE Research	PR160001	11241	Encumbrance Salaries	6,507.81
116735	ECE Research	PR160001	11352	Encumbrance Salaries	2,916.38
116735	ECE Research	PR160001	118GRA	Encumbrance Salaries	9,250.00
<b>Total - 116735 ECE Research</b>					<b>41,556.25</b>

# Encumbrance Liquidation

- If an aging encumbrance is not liquidated it will continue to roll forward from one fiscal year to the next holding funds that could be used for other purchases.
- Encumbrances are liquidated in Banner and the money is returned to the department fund.
- Order cancellations trigger encumbrances to be released.

# How to Release Encumbrances

- In order to have encumbrances released in Banner, a cancellation receipt must be completed by a person with the receiver role in HokieMart.

Receipt No	Receipt Date	Packing Slip No.	Supplier Name	Received by
<a href="#">To Be Assigned</a>	4/4/2016 <small>mm/dd/yyyy</small>		<a href="#">Regina Alls Atkins</a>	Regina Atkins

  

RECEIPT ADDRESS		DELIVERY	
Location	<input type="text"/>	Carrier	Other <input type="text"/>
Contact Name	Ursula Halferty	Tracking No.	<input type="text"/>
Phone	+1 (540) 231-3988	Flexible Text Field	<input type="text"/>
Email	halferty@vt.edu	Flexible Text Field 2	<input type="text"/>
Procurement		Flexible Drop Down	<input type="text"/>
Address	North End Center Ste 2100 300 Turner St NW Blacksburg, VA 24061 United States	Attachments	<a href="#">Attach/Link</a>
		Notes (1,000 Chars. Max)	<input type="text"/>

  

Receipt Lines										
Line Details										
Show Receipt Details										For Selected Lines: <input type="text" value="Remove Selected Items"/> <input type="button" value="Go"/>
PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions	<input type="checkbox"/>
P2839451 	1	Tuition Reimbursement for class taken through New River Community College.	DP	1		<input type="text" value="1"/>		Cancelled	<input type="button" value="Remove Line"/> <input type="button" value="Receive &amp; Return"/>	<input type="checkbox"/>

# How to Release Encumbrances

- A cancellation receipt does not automatically cancel the purchase order with the vendor.
- After completing the cancellation receipt in HokieMart, the department will need to contact the vendor to cancel the purchase order when applicable.

# How to Release Encumbrances

- Completion of the HokieMart cancellation receipt forwards a notification to Procurement alerting them of the cancellation and the needed release – the release is not automatic.
- Procurement releases encumbrances **manually** in Banner.

# Purchase Order Changes

- Purchase orders initiated by Procurement require a Request for Purchase Order Change form to be filled out by the department and forwarded to Procurement to initiate a change. The form is available at:

<http://www.procurement.vt.edu/Department/Forms/co.pdf>

**REQUEST FOR PURCHASE ORDER CHANGE**  
**FOR INTERNAL USE ONLY**  
**Virginia Polytechnic Institute and State University - Procurement Department (0333)**

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**Please retain a copy of this form for your files**

Date	<input type="text"/>	Department	<input type="text"/>	Mail Code	<input type="text"/>
Purchase Order #	<input type="text"/>	Purchase Order Date	<input type="text"/>	Vendor	<input type="text"/>
Signature of person authorized to sign requisitions				Org/Fund/Account	
<hr/>				<input type="text"/>	
Name		Title			

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ORDER NOW READS:

**SAME**

Original Total \$





# Purchase Order Changes

- **REMINDER:** Purchase Orders initiated by the Procurement can **ONLY** be changed by Procurement.
- If an entire purchase order, or specific line items from a purchase order need to be cancelled and/or changed, Procurement will use the Request for Purchase Order Change form to initiate a formal change with the vendor.

# Encumbrance Release Follow Up

- There can be system issues that will prevent an encumbrance from being liquidated properly.
- It is important that each department check their monthly reports to make sure that everything cancelled has the encumbrance liquidated.
- If there is a question about an aging encumbrance that did not get released, please email [hokiemart@vt.edu](mailto:hokiemart@vt.edu).

# Encumbrances at Year End

- If departments have not resolved encumbrances on outstanding purchase orders by mid June, Procurement will close out all purchase orders that are \$100.00 or less from FY15 and older before the year end roll process begins.

# ISR Encumbrances

- ISR encumbrance releases should be done by the Internal Vendor.
- If the purchase order is no longer valid, the ISR vendor should release the encumbered funds remaining on the order.
- ISR vendors should be checking proper encumbrance reports to ensure this is done.

# Internal Vendor Aging Report

- The Internal Vendor Purchase Order Report (FZRIVPO) is available to internal vendors listed on the HokieMart ISR form. The report provides the internal vendor a list of unbilled purchase orders by aging category. The report is submitted from Banner job submission. Individuals who have access to process ISR's on FZAISRP automatically have access to submit the new report.

# Internal Vendor Aging Report

Process Submission Controls: GJAPCTL 8.8V1 (PROD) [wl-prod-5]

Process: FZRIVPO Internal Vendor Purchase Order Parameter Set:

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**Printer Control**

Printer: webdist Special Print: Lines: Submit Time:

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**Parameter Values**

Number	Parameters	Values
01	Internal Vendor Code(s)	
02	Data File (Y or N)	Y
03	Chart of Accounts	U

LENGTH: 11 TYPE: Character O/R: Optional M/S: Multiple  
Enter One or More Internal Vendor Codes to Report

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**Submission**

Save Parameter Set as Name: Description:  Hold  Submit

- Submitted through Banner Job Submission

# Internal Vendor Aging Report

FZRVPO (V1)

Virginia Tech - Production  
Banner Finance System: Open Purchase Order Aging

31-MAR-2016 14:57:13

Vendor 905470465 - [REDACTED]  
As of 31-MAR-2016

PO	Requestor	0-30 days	31-60 days	61-180 days	181-360 days	Over 360 days	Total
P2906052	Franklin, Bonnie	0.00	0.00	30.00	0.00	0.00	30.00
P2908307	Mills, Lauren	0.00	0.00	108.45	0.00	0.00	108.45
P2915984	Ruder, Warren	0.00	0.00	1.35	0.00	0.00	1.35
P2916327	Shelor, Kathy	0.00	0.00	24.11	0.00	0.00	24.11
P2919001	Nagle, Steven	0.00	0.00	5.00	0.00	0.00	5.00
P2922760	George, Deepu	0.00	0.00	25.00	0.00	0.00	25.00
P2927712	Gilmer, Eric	0.00	0.00	32.00	0.00	0.00	32.00
P2928627	Smith, Katie	0.00	0.00	91.14	0.00	0.00	91.14
P2929048	Medley, Kimberly	0.00	0.00	68.80	0.00	0.00	68.80
P2931871	Gandour, Richard	0.00	0.00	200.00	0.00	0.00	200.00
P2931921	Bush, Elizabeth	0.00	0.00	17.70	0.00	0.00	17.70
P2932300	Zhang, Yiheng	0.00	0.00	10.00	0.00	0.00	10.00
P2932328	Bortner, Michael	0.00	0.00	24.11	0.00	0.00	24.11
P2933423	Gibson, Harry	0.00	0.00	600.00	0.00	0.00	600.00
P2934067	Li, Tinghui	0.00	0.00	100.00	0.00	0.00	100.00
P2941439	Riegel, Angela	0.00	0.00	35.40	0.00	0.00	35.40
P2941828	Denbow, Cynthia	0.00	0.00	36.00	0.00	0.00	36.00
P2942879	Medley, Kimberly	0.00	0.00	16.73	0.00	0.00	16.73
P2946329	Myles, Kevin	0.00	0.00	77.86	0.00	0.00	77.86
P2946478	Marand, Herve	0.00	0.00	300.00	0.00	0.00	300.00
P2988079	Dalton, Michelle	29.98	0.00	0.00	0.00	0.00	29.98
P2988250	Deck, Paul	300.00	0.00	0.00	0.00	0.00	300.00
P2988252	Josan, Jatinder	1,500.00	0.00	0.00	0.00	0.00	1,500.00
P2988269	Parks, Charlotte	2.70	0.00	0.00	0.00	0.00	2.70
P2988367	Vallejo, Sara	77.76	0.00	0.00	0.00	0.00	77.76
P2988369	Vallejo, Sara	48.22	0.00	0.00	0.00	0.00	48.22
P2988764	Santos, Webster	1,000.00	0.00	0.00	0.00	0.00	1,000.00
P2988765	Santos, Webster	1,000.00	0.00	0.00	0.00	0.00	1,000.00
P2988947	Matson, John	704.00	0.00	0.00	0.00	0.00	704.00
P2988957	Tanko, James	200.00	0.00	0.00	0.00	0.00	200.00
P2988991	Ritter, Alfred	77.76	0.00	0.00	0.00	0.00	77.76
Totals	[REDACTED]	20,651.71	12,843.78	3,254.18	0.00	0.00	36,749.67

- If the PO is no longer valid the internal vendor should process a 0.00 charge with a total liquidation on FZAISRP to close the PO.

# Procurement News

- New Punchout
  - Lowe's
- Upcoming Punchouts
  - Newegg
  - MWI Veterinary Supply Company
  - Praxair Distribution Mid Atlantic
  - USA Scientific Inc
  - Genesee Scientific Corporation
  - Bioline USA Inc
  - DOT Scientific



# Procurement News

- 2016 SWaM Vendor Fair, September 7, 2016 featuring 85 vendors.
- Contract Administrator Classes are offered on a quarterly basis. This class will give you an overview of what is expected as a contract administrator or contract user.

# Procurement News

- The Cart is the Procurement Department newsletter that is distributed bi-monthly. We appreciate input, if you have a topic you would like discussed email it to [hokiemart@vt.edu](mailto:hokiemart@vt.edu) with the subject line: The Cart Suggestions.
- The Surplus Property Report Form is now automated. On May 1, 2016 it will also be paperless. This form can be located at <http://www.procurement.vt.edu/Surplus/surplus.html>