

THE SOURCE: Procurement 360

Issue 2

December 2025



OFFICE OF CONTRACTING
& PROCUREMENT



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In this issue ... more ProConnect tips, P-Card FAQs, and more!

What's New?

ProConnect-Based Procurement Forms & Requests

Many forms and requests previously processed through PDF or email are now available via ProConnect:

- **Entertainment/Official Reception Request**
- **Requisition and PCard Approval Queue Change Request**
- **Used Equipment Request**
- **Vehicle Purchase Request**

- **PCard Missing Receipt Affidavit**
- **PCard Application & Change Request**
- **PCard Increase Request**
- **PCard Override Request**
- **PCard Used Equipment Request**
- **PCard Authorization Form**



Flip the page for more info!

Changes to Approval Queue Process

We are pleased to announce the implementation of a formalized Process & Procedure for Approval Queue Changes within ProConnect. This updated workflow ensures that all changes to approval queues—including additions, removals, or reordering of approvers for requisitions and PCard—are fully authorized, consistently documented, and validated through the appropriate departmental and executive channels before being applied.

Approval Queue Changes

Overview of the New Process

Requisition & PCard Approvers
For req & pcard changes

Step 1: Request Submission

Departments seeking updates to an approval queue, whether for requisitions or PCard, will now use the Requisition & PCard Approver Form, providing all necessary details to initiate the review.

Step 2: Departmental Validation

Once OC&P receives a completed form:

- OC&P verifies the submission for completeness.
- A notification is sent through ProConnect's Discussion tool to the identified Next-Level Departmental Approver. This notification summarizes the requested changes and serves as the formal validation request.

Step 3: Approver Review Window

- The Next-Level Departmental Approver has two (2) business days to respond only if there is an objection or further clarification is needed.
- If no response is received within the two-day window, OC&P will proceed with the request as submitted.

Step 4: Implementation

After the validation period:

- OC&P updates the approval queue for requisition and PCard, per the submitted form.
- Documents the change in the Internal Use Only section.
- Notifies the requester through the ProConnect Discussion tool once updates are complete.

Key Improvements

- Eliminates manual email forwarding and Banner entry
- Centralizes communication and approvals within ProConnect
- Enhances transparency and ensures consistent policy enforcement

ProConnect Pro Tips: Punchout Catalogs

- For IRT orders, your purchase order will be completed once your Get Technology request has been approved.
- Standing orders are no longer permitted for punch-out catalog vendors. All orders should be placed via the catalog.
- Shipping charges under \$100 do not need a separate line item or change order.

**Have a comment, idea, or suggestion?
Do you want us to cover something
specific in our next issue?**

**We'd love to hear it!
Submit your thoughts [here](#).**

**ProConnect training
materials,
announcements, and
more!**

Purchasing Card FAQ

THE SOURCE:
Purchasing 360

Who is my designated P-Card representative?

President's Cabinet: [Nicole Johnson](#)

All other accounts are determined by the first letter of the Accountholder's last name:

A-M: [Nicole Johnson](#)

N-Z: [Chelsie Alliano](#)

I'm having trouble resetting my BoA Works password.

Reach out to your designated P-Card representative for assistance.

I'm having an issue locating my pending and/or flagged transactions.

- Open the dates in the Advanced Filters section
- Make sure the Retain Setting box is unchecked
- Click Search to repopulate transactions

Why is my card declining?

- Check the Authorization Log in BoA Works
- Review the [Guide to Declined P-Card Transactions](#)
- Reach out to your designated P-Card representative if you need further assistance

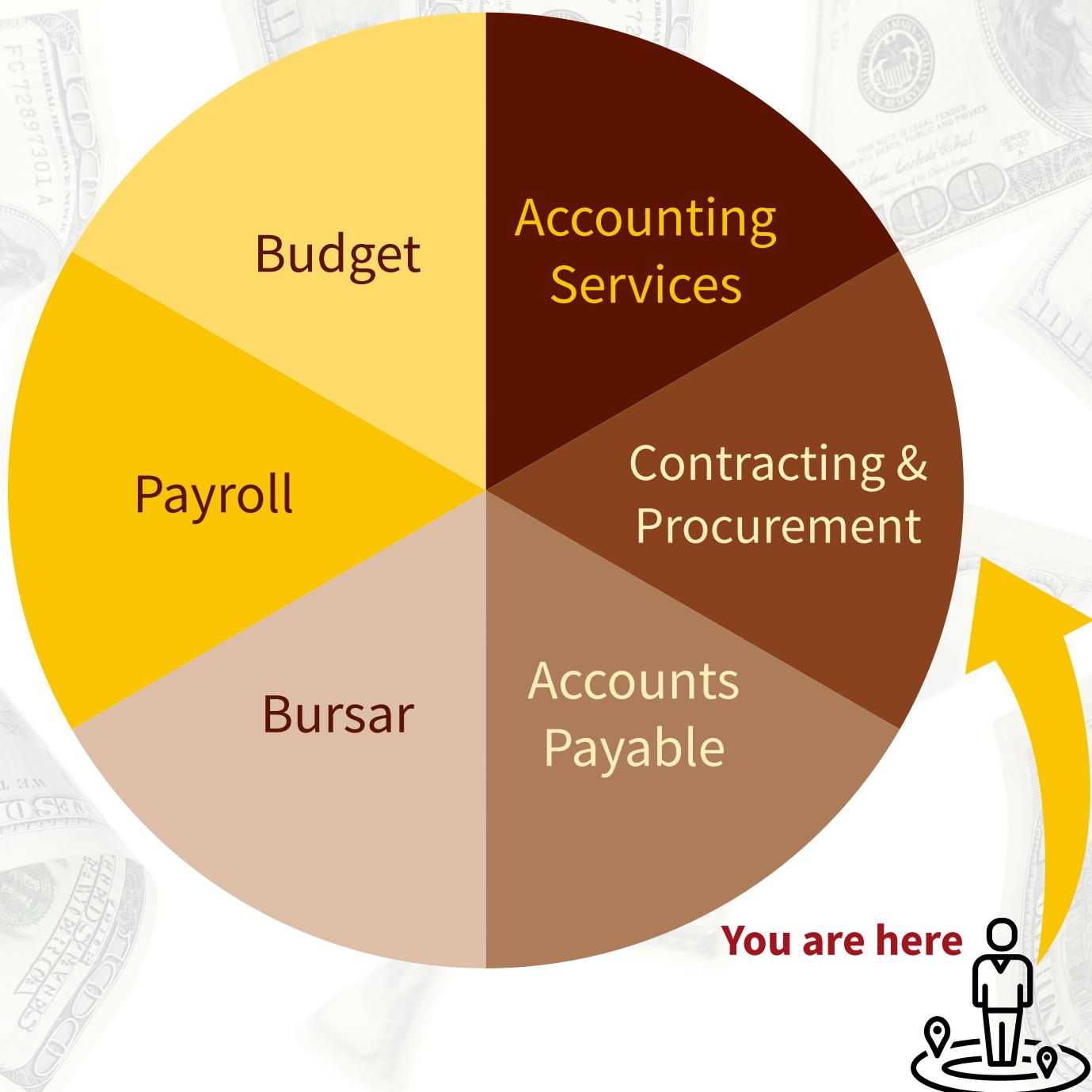
What about international transactions?

International purchases, including travel transactions, being made from within the US to an international company will automatically “decline” and will require additional verification. An attempt to purchase should be made. *This transaction will decline.*

At that point, the Accountholder must call Fraud Servicing at (866) 500-8262 who will then “bypass” the international restriction.

Meet the Division of Finance

Did you know the Division of Finance is comprised of six offices, each serving a unique role within the University? Together, we focus on building clear, cohesive policies and simplifying processes — all with the end-user experience at the forefront.



Points of Contact

Choose the correct email address for the quickest response.

Use the comments feature in ProConnect whenever possible

Contracting & Procurement

ProConnectSupport@rowan.edu

General ProConnect system questions only. e.g. *How do I?* Do not use for order-specific questions.

vendors@rowan.edu

Vendor status, address updates, credit applications, vendor maintenance, general vendor inquiries

contracts@rowan.edu

General contract questions

amazon@rowan.edu

Amazon-related inquiries

pcard@rowan.edu

P-Card related correspondence

reqapprovalqueue@rowan.edu

Add or remove an approver from an existing Fund/Org approval queue

Beth McMillan

Book a ProConnect training session

The requisitions@rowan.edu inbox is no longer monitored

Accounts Payable

invoices@rowan.edu

Invoicing, memos, payments, Non-POs

directdeposit@rowan.edu

Vendor banking information

asktravel@rowan.edu

Travel and Concur

giftcards@rowan.edu

Clincard (Gift Cards)

Who's Who?

Meet the OC&P Staff

Introducing **Christina "Chris" Haley** – **Supervisor & Office Manager**, who plays a key role in supporting purchasing operations across the University. Chris oversees the department's day-to-day purchasing functions and serves as an important resource for faculty and staff navigating the procurement process.

Fun Facts!

Chris enjoys driving trips across the country, having visited 44 of the 48 lower states.

She has 3 great daughters, 2 amazing grandkids, and a few cats that keep her busy.

Chris is a huge Star Trek lover!



Christina Haley
Supervisor & Office
Manager

x64149
haley@rowan.edu

When to Contact Chris:

Chris is your first point of contact when you need guidance on the procurement requirements behind a requisition, including what documentation is needed and whether a proposed purchase is likely to be approved. She can also assist with determining the appropriate use of account codes, questions about equipment coding, and when IRT approval is required for technology-related purchases.

In addition to her purchasing responsibilities, Chris manages the University's Board of Trustees waiver requests, helping ensure compliance with State and institutional regulations.



What's Coming Up?

When	What	Where
Early 2026	New ProConnect Punchout Catalogs!	W.B. Mason B&H Photo Fastenal Linde Gas
Early 2026	New Hire Finance Workshop	TBD

Meet the Staff

Office of Contracting & Procurement



Christine Brasteter



Alexis Jones



Stacie Mori



Christina Haley



Rebecca Hartman



Erann Dutton



Nicole Johnson



Chelsie Alliano



Beth McMillan



Katie Cacchioli



Kristine Rivera