

THE SOURCE: Procurement 360

Issue 3

February 2026

 Rowan University

OFFICE OF CONTRACTING
& PROCUREMENT



What's New?

New Punchout Vendors

W.B. Mason , **ODP**, and **Fastenal** are now available for punch-out catalog orders.

Changes to P-Card Administrator

All accounts previously assigned to Chelsie Alliano (*Accountholder last name starting with N-Z*) will now be managed by Kristine Rivera.

Please continue to use pcard@rowan.edu for all requests and inquiries.

Furniture Orders

All furniture orders utilizing FY26 operating funds need to receive a PO by April 15th to ensure new furniture received, installed, and invoiced by June 30th.



P-Card ProTips

- If the vendor accepts check or ACH payments, the purchase order process is mandatory for purchases over \$100.
- P-Card approvals will not be granted as a way of bypassing the vendor onboarding and requisition processes.
- Contracted services are not eligible for P-Card payment without OC&P approval.

Additional Approvals

- - **Entertainment Form** - All dining, entertainment, and reception purchases
 - **Gourmet Dining Waiver** - Food purchases over \$100 for on-campus events
 - **Get Technology Approval** - Technology-related products and services.
 - **Concur Travel Request Approval** - overnight travel charges.
 - **Event Itinerary** - Employee Retreats



P-Card ProTips, continued

Allowable P-Card Expenses

- Entertainment, dining, and receptions
- Emergency situations-prior approval required
- Memberships and Registration Fees
- Public Notices
- Job Postings
- Concur Approved Travel (meals and incidentals are prohibited).
- Day Travel (Concur not required) however, please ensure a comment is included with the transaction for identification purposes.
- Lowes purchases-account must be tied to the University Lowes Pro account prior to purchase.
- Vendors that will not accept a check, ACH payment, or Purchase Order.
- Purchases under \$100



ProConnect Insider

Your source for ProConnect tips and tricks!

Adjusting the PO Distribution Email on a Requisition

Did you know you can adjust the email address for where purchase orders are sent on each and every order?

- Send to your designated sales representative
- Vendor doesn't need a copy? Send to yourself.
- Make sure to check on *every* purchase order where the PO will be sent and adjust as necessary.

Find the full training guide [here](#).

[ProConnect Buyer FAQs](#)



Bookmark me!

Have a ProConnect question? It's likely someone else does too. Check the Buyer FAQ for answers.



ProConnect training materials, announcements, and more!

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](#).

Who's Who?

Meet the OC&P Staff

Introducing **Beth McMillan**: Buyer, ProConnect Administrator, & Trainer.

Beth is our go-to source for all things ProConnect. Trainings, troubleshooting, and general system knowhow - Beth is here to help!

Beth will also be heading up our upcoming surplus supply program, an initiative focused on improving how we manage and distribute surplus resources. Stay tuned for more details!



Beth McMillan
ProConnect
Administrator, Buyer

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mcmillanb@rowan.edu

Fun Facts!

Beth lives with her partner, 2 kids, 2 cats, a dog, and a small murder of crows that visits regularly.

Beth worked in theater production for 14 years, building scenery and props and serving on production teams across 9 different states.

Beth loves sports! She follows NY/NJ Gotham FC in the NWSL and is a dedicated Eagles and Phillies fan.

WHO



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)

What's Coming Up?

| When | What | Where |
|------------------------|---|---|
| Wednesday 2/18/2026 | New Hire Finance Workshop <i>Register here</i> | Chamberlain Student Center Room 144 9:30am-3:15pm |
| Friday 2/27/2026 | P-Card Approver Sign-offs Due | BoA Works |
| Early 2026 | New ProConnect Punch-out Catalogs | B&H Photo Linde Gas |

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