

THE SOURCE: Procurement 360

Issue 4

April 2026

 Rowan University

OFFICE OF CONTRACTING
& PROCUREMENT

Did You Know?

Rowan University's official school colors, brown and gold, were inspired by the black-eyed Susans (specifically, brown-eyed Susans) that grew in the orchards near the campus during its early years.

What's New?

New ProConnect Catalog Vendors

Now available for punch-out catalog orders

SHI International
CDW
Linde
GovConnect

New Hosted Catalog
Blick Art Materials

Surplus Redistribution Program

We are excited to introduce Part 1 of our Surplus Redistribution Process, designed to help departments share usable supplies across campus before purchasing new items.

If your department has surplus office, furniture, information technology, laboratory, or medical consumable supplies that are no longer needed, please submit them through the [Surplus Intake Form](#).

What can be submitted?

- Office supplies
 - Furniture
- Information Technology consumables
 - Laboratory consumables
 - Medical consumables

More program information can be found on our website.

Coming Soon!
Approval Queue Increase to \$2,500

See our [website](#) for more information

ProConnect Insider

Your source for ProConnect tips and tricks!

User-Friendly Guides

I need help with...

...[closing](#) a purchase order

...[requesting](#) a new vendor

...[selecting](#) which ProConnect form to use

...[completing](#) a change order

...[processing](#) an honorarium request

ProConnect Buyer FAQs



Bookmark me!

Have another 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](#).

Fiscal Year-End Prep

It's that time of year again!
We invite you to attend Finance's Fiscal Year-End Prep Training on April 29th via Webex. Link to register last page.

YEAR-END REMINDERS



Due Dates - TBD

All Fiscal Year-End information, including due dates and downloadable calendars, will be located [here](#) upon finalization of dates.

Furniture Orders

No further furniture orders utilizing FY26 operating funds will be processed. All orders must be received, installed, and invoiced by June 30th.

Reception & Entertainment Policy

Receptions or other social functions held for or honoring any employee or group of employees of the State are not permissible. This includes retirement, commencement, and farewell gifts and receptions.

Who's Who?

Meet the OC&P Staff

Introducing **Erann Dutton**

With over four years of dedicated service, Erann plays a key role in supporting efficient operations as a Vendor Specialist and Buyer.

Whether through onboarding a vendor or purchasing critical goods and services for operations, you've probably interacted with her at one point or another!

Erann's experience and attention to detail make her an essential part of the team's day-to-day success.



Erann Dutton
Vendor Specialist
Buyer

x64196
duttone@rowan.edu

Fun Facts!

Erann's first name is a combination of the name Erin, and her Mom's name, Annie. Annie knew she was going to be named Erin, but wanted to incorporate her own name into it.

Erann has been to 30 of the 50 states.

Her Big 3 in Astrology are all Earth signs.

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

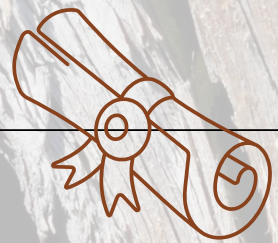
asktravel@rowan.edu

Travel and Concur

giftcards@rowan.edu

Clincard (Gift Cards)

What's Coming Up?

When	What	Where
April 14 & 30 9:30-1:00 pm 2:00-3:30 pm	Chat with Travel	Webex
April 29 1-2 pm	Finance Fiscal Year End Prep Training	WebEx Register Here
May 8-15	Commencement	
June 30	Fiscal Year End	

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