THE SOURCE:
Procurement 360

Issue 5

Summer 2026

RowanUniversity
OFFICE OF CONTRACTING
& PROCUREMENT

Welcome to Fiscal Year 2027!

July 1, 2026 - June 30, 2027

Prepare for the Year

Onboard Vendors

Request new vendors for upcoming purchases though the ProConnect vendor request process.

P-Card Applications

New and existing full-time, classified employees can request a P-Card through the Purchasing Card Application Form in ProConnect.

Standing Purchase Orders

Set up your standing POs for the year.

**Operating budgets will initially be available only through September 2026.*

Pricing Increases to Consider

Fuel Surcharges

Tariffs

Shipping Charges

ProConnect Insider

Your source for ProConnect tips and tricks!

How to Close a Purchase Order (PO)

01 OPEN THE PO
Navigate to ProConnect > Purchase Orders and select the PO.

02 VERIFY COMPLETION
Confirm all goods/services are received and invoices are paid.

03 UPDATE STATUS
Change the PO status to 'Closed' from the status dropdown.

04 ADD A NOTE
Log the reason for closure for audit and team visibility.

05 SAVE & CONFIRM
Save the PO and confirm the closure in the dialog..

More detailed instructions can be found here.

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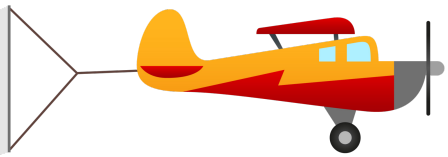
Pro Tips



Pricing Changes

Suppliers are increasingly reluctant to maintain quoted prices for an extended period. To avoid potential price hikes between the quotation and purchase order, it is recommended to submit your requisition promptly after receiving a quote.

Change Orders

	Catalog	Non-Catalog or Standing Order
Line $ Tolerance	$0	20%
Shipping Tolerance	$100	$100

No action is required if the price change is **within** the prescribed tolerance.

A **change order** is required if the price change **exceeds** the prescribed tolerance.

A **new invoice** is required for changes on a catalog order

RFP 101

THE SOURCE:
Purchasing 360

What is an RFP?

Request for Proposals - a highly-regulated procurement process dictated by the State of New Jersey.

When do I need an RFP?

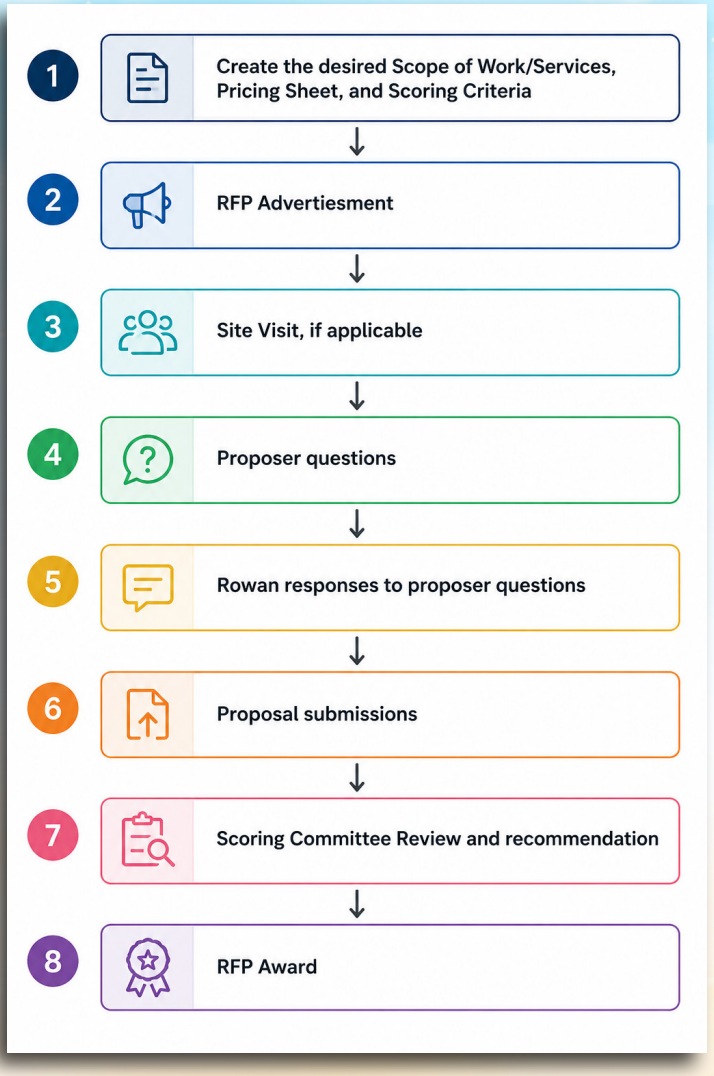
When the anticipated spend for a single purchase, or aggregate fiscal year spend for the same product/service, exceeds $100,000.

Are there exceptions to the RFP process?

Yes. The RFP process can be waived if there is a BOT Waiver, approved Sole Source, State Contract, or approved Cooperative Agreement with the vendor.

What does the RFP process look like?

Total time: 5-6 weeks



Where can I find more information?

OC&P Website

Point-of-Contact: Stacie Mori

Who's Who?

Meet the OC&P Staff

Introducing

Stacie Mori,

Associate Director of Contracting and Procurement, where she oversees competitive bidding processes (RFP), P-Card administration, and vendor management.

Stacie also handles cooperative agreements, ProConnect system management, and procurement-related OPRA requests.

Stacie Mori
Associate Director
x64504
mori@rowan.edu

Fun Facts!

Stacie just celebrated her 7th anniversary with Rowan.

She coaches travel softball for her daughter's team.

Her eldest daughter is a brand new Prof, starting this fall at Rowan!

Points of Contact

Choose the correct email address for the quickest response.
****Use the comments feature in ProConnect whenever possible****

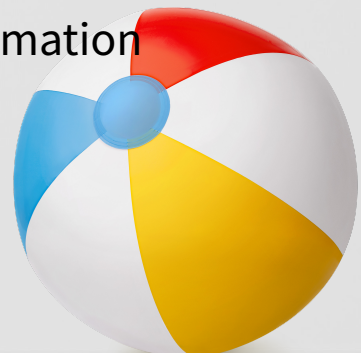
Contracting & Procurement

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
Summer 2026	New Punchout Catalogs	Linde Gas Imperial Dade Compass Group
July 10	P-Card allocations for FY26 Due	Bank of America Works
July 31	P-Card flagged transactions due date	Bank of America Works
October 2026	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