

THE SOURCE: Procurement 360

Issue 6

Fall 2026

 Rowan University

OFFICE OF CONTRACTING
& PROCUREMENT



Whats New?

Rally House

Rowan has successfully transitioned bookstore operations to Rally House and eCampus.

New purchasing processes and supplier integrations have been established to provide a seamless experience for campus departments.

For more information, please visit our [website](#).

Coca-Cola

The OC&P led the procurement and implementation efforts to transition from Pepsi to Coca-Cola, coordinating contract execution, supplier onboarding, and campus communications.

We've supported a smooth transition while minimizing operational disruptions across campus locations.

Whats New?

Division of Finance Workshop

Join us on October 13-15 for in-depth trainings on the various function of the Division of Finance including Contracting & Procurement, Accounts Payable, Budget, Accounting Services, Sponsored Programs, and Payroll.

Gift Cards

Non-PO Payment Requests

Equipment

FinSecurity/Banner Finance Permission Request

P-Card Processes

Departmental Charge Authorizations

Grant Purchasing

Post-Award 101

Vendor Onboarding & Compliance

Budgets from A to Z

ProConnect Power User

Student & Non-Employee Travel

Contracts

RFPs, RFQs, & Cooperative Agreements

Intro to ProConnect

Req-to-Check

Employee Travel

Register [here!](#)
[Full 3-day schedule](#)

Understanding Budget Related ASA Forms

The Office of Contracting & Procurement

Our office is dedicated to supporting the University's mission of education and research through fair and competitive procurement processes while fully complying with all applicable laws and internal policies and procedures.



What we do...

The OC&P services over 4,000 employees, across 6 campuses, 75+ academic and administrative departments, and 50+ unique locations.

In Fiscal Year 2026, the office processed:

- 24,733 purchase orders
 - 3,730 change orders
 - 3,243 contracts
- 14,800 Purchasing Card transactions
 - 4,145 vendor setups
- 84 RFPs/Cooperative Agreements



Who's Who?

Meet the OC&P Staff

Introducing
Katie Cacchioli,
Grants & Amazon Specialist and
Buyer.

Katie is the OC&P's resident grant expert, helping ensure purchases align with grant requirements and University procurement policies.

As the primary buyer for Amazon, she personally reviewed over 23,000 individual Amazon line items in Fiscal Year 2026!



Katie Cacchioli
Grants & Amazon
Specialist, Buyer

x64528
cacchioli@rowan.edu

Fun Facts!

Katie's interests include knitting, collecting vanity plates and bumper stickers, and visiting estate sales.

She is very into concerts & rotating favorite genres of music.

Please send thrift shop recommendations and pics of your latest artsy creations!



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
October 13-15, 2026	Division of Finance Workshop	Chamberlain Student Center Expansion Register here!
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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