

# Procurement Services Staff Directory

<b>Sue Beiling</b> Director Procurement Services	330-941-3193 <a href="mailto:sebeiling@ysu.edu">sebeiling@ysu.edu</a>	Supervise Procurement Services Liaison to Inter-University Council Purchasing Group
<b>Sue Beiling</b> Manager Accounts Payable & Travel Services	330-941-3210 <a href="mailto:sebeiling@ysu.edu">sebeiling@ysu.edu</a>	Concur Administrator for Travel Review travel expense, Supervise travel, Accounts Payable and PCard
<b>Jan Evick</b> Administrative Assistant Accounts Payable	330-941-3373 <a href="mailto:jlevick@ysu.edu">jlevick@ysu.edu</a>	Invoice processing
<b>Patty Gillis</b> Administrative Assistant Accounts Payable	330-941-1995 <a href="mailto:pmgillis@ysu.edu">pmgillis@ysu.edu</a>	Invoice processing Vendor Maintenance
<b>Shirley Hodge</b> Administrative Assistant	330-941- 1967 <a href="mailto:smhodge@ysu.edu">smhodge@ysu.edu</a>	Vendor Maintenance Sam's Club Process Petty Cash
<b>Rhonda Lucivjansky</b> Administrative Assistant Purchasing and Contract Administration	330-941-3117 <a href="mailto:rlucivjan-sky@ysu.edu">rlucivjan-sky@ysu.edu</a>	eCUBE Administrator Coordinate Purchase of Goods, Services & Construction Contract compliance/ administration EDGE/MBE reporting
<b>Lisa Mudryk</b> Administrative Assistant P-Card Administration	330-941-3166 <a href="mailto:ljmudryk@ysu.edu">ljmudryk@ysu.edu</a>	Concur Administrator for PCard Administers J.P. Morgan/Chase MasterCard Program Vehicle Program Rental
<b>Patrice Orwell</b> Administrative Assistant Accounts Payable	330-941-1710 <a href="mailto:porwell@ysu.edu">porwell@ysu.edu</a>	Invoice processing Process payment for Independent Contracts for non-employees Disbursement Processing
<b>Anthony Spano</b> Purchasing Coordinator	330-941-2669 <a href="mailto:avspano@ysu.edu">avspano@ysu.edu</a>	Coordinate purchase of Goods & Services Furniture/Technology/Scientific Supplies



# PROCUREMENT SERVICES

## Quick Service Guide



Jones Hall  
Room 2013

Phone: 330-941-3163  
Purchasing Fax: 330-941-3499  
Invoice Fax No.: 330-941-1962  
Invoice E-Mail: [acctspay@ysu.edu](mailto:acctspay@ysu.edu)



***Welcome to  
YSU Procurement Services!***

*This guide is a brief outline of the services our department provides to the University regarding purchasing policies and procedures, University competitive events, the Commercial Card Program, and much more...*

***Sue Beiling  
Director, Procurement Services***

The mission of Procurement Services is to provide assistance for the purchase and payment of quality goods and services at competitive costs in accordance with University guidelines and applicable laws. We seek to monitor campus spend, provide customer support and process timely payments.

Visit our website:  
**<http://ysu.edu/procure>**

**Email:**

- ◆ **[procure@ysu.edu](mailto:procure@ysu.edu)**
- ◆ **[pcard@ysu.edu](mailto:pcard@ysu.edu)**
- ◆ **[travelservices@ysu.edu](mailto:travelservices@ysu.edu)**
- ◆ **[acctspay@ysu.edu](mailto:acctspay@ysu.edu)**

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<b>General Services</b>	<b>Service Description</b>
<b>Accounts Payable (A/P)</b>	Receive invoices, generate check/payment Process all miscellaneous payment forms
<b>Business Related Expense (BRE)</b>	Forms are located on the Procurement website, must be attached to associated requisition and are also required to be attached to a P-card transaction with a copy forwarded to Purchasing when applicable
<b>Contract Management</b>	Repository for all University contracts
<b>Vendor Maintenance and Diversity Business Tracking</b>	Maintain vendor information and prepare Quarterly Diversity Reporting
<b>eCUBE</b>	eProcurement solution for Procure to Pay
<b>Independent Contractors</b>	Documentation, tracking and reporting of independent contractors in coordination with Human Resources
<b>P-Card/T-Card</b>	JPMorgan MasterCard program administration and applications for Payment Cards and Travel Cards
<b>Petty Cash</b>	Reimbursement of up to \$200 of business expenses for urgent needs
<b>Purchasing</b>	Requisition review process, vendor Selection and recommendations, final approval process
<b>Rental Vehicles</b>	Enterprise/National and U-Save rental payment processing, customer service
<b>Sam's Club Card</b>	Manage University Sam's Club card and payment
<b>Travel Services</b>	Concur Travel Expense Reporting, system administration and customer service