

Procurement Services Staff Directory

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



***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...

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
- ◆ pcard@ysu.edu
- ◆ travelservices@ysu.edu
- ◆ acctspay@ysu.edu

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