PURCHASING DEPARTMENT
INTRODUCTION

New Employee Orientation
Purchasing Staff

- **Lauren Weitzel**
  - Insurance claims, campus storage access (Trolley Barn), shuttle bus info, disposal of surplus, new furniture, reviews and assigns SAP requisitions to buyers, Mailroom

- **Ryan Bonafair**
  - Ricoh copiers, Palmer storeroom, fixed/capital assets, bids, RFPs, contracts/agreements

- **Kathy Fulmer**
  - Online requisitions, Purchase Orders, Services less than $1500, Purchasing Card auditing, vendor IDs

- **Jean Ressler**
  - Travel, hotels, purchasing/travel credit cards, Office Max, BJs, tax exempt forms, Verizon, UPS, Enterprise, vendor IDs
Contact Us

- Location: Dilworth 209
- Hours: 8:00am – 4:30pm
- Phone Numbers:
  - Lauren Weitzel x 4184
  - Ryan Bonafair x 4186
  - Kathy Fulmer x 4185
  - Jean Ressler x 4181
Purchasing Departments
Responsibilities

◦ Contract Documents
◦ Agreements
◦ Terms and Conditions review
◦ Purchasing Cards
◦ Travel Cards
◦ Travel Reimbursements
◦ Credit Cards
◦ Surplus
◦ Assets
◦ Storeroom
◦ Receiving
◦ Mail Room
◦ Moving Crew
◦ Risk Management
Contracts

- Review contract terms and conditions
- Approve requisitions
- Purchase Orders and Service Purchase Contracts
- Purchasing Cards
- Contracts
  - Ricoh
  - RRTA

Purchasing Website Support
- Direct Payment Form Requests
- Purchasing Card Enrollment
- Request SAP Vendor IDs

http://www.millersville.edu/purchasing/
Travel

- Travel Cards
- Enterprise – Mileage Calculator
- Hotel Reservations – Direct Pay and Tax Exempt Forms
- Travel Requests and Travel Vouchers

Purchasing Website Support
- Enterprise Reservations
- Mileage Calculator
- Travel Requests/Vouchers
- Policy/Procedures
- Tax Exempt Forms

http://www.millersville.edu/purchasing/
Discounts – (MyVille-Purchasing) This is not updated by the Purchasing Dept.
  - https://my5.millersville.edu/web/home-community/purchasing

Marauder Gold – Brochure
  - Declining Debit card
  - Can only be used on campus and some approved off-campus locations
    - http://www.millersville.edu/univsvcs/maraundergold/index.php
    - Used by students

Mailroom/Receiving
  - Mailroom and/or Receiving WILL NOT deliver personal packages.

Moving Requests
  - ALL moving of furniture or miscellaneous MUST be done by moving request
    - http://www.millersville.edu/purchasing/disposal-form.php

http://www.millersville.edu/univsvcs/ocidserv.php
Moving, Surplus and Storage

- Asset Inventory
- Moving Crew
- Moving Contracts
- Surplus Equipment
- Trolley Barn

Purchasing Website Support

- Moving Requests
- Tent Request Forms
- Internal Surplus Procedures

http://www.millersville.edu/purchasing/
Management

- Receiving
- Storeroom
- Moving Crew
- Mailroom
- ID
Risk Management

- Incident Reports
  - Police
  - Health Services
- Purchasing
- Brim