

Support Services - Purchasing Division

RightFax Console (Outbound POs)	
Primary (322)	Elijah Green
Backup (322)	Randy Bartley
Backup (322)	Michele May
Backup (322)	Craig Locke
Hospital	Various (monitor only)

MRP Orders for Plant Maintenance (322)	
Primary	David Stefanic / Patricia Pflug
Backup	Wendy Brown
Others	Randy Bartley (Also does the ITAM MRP)
	Becky Purcell

UK Purchasing Inbox & Inbound Faxes	
Primary (322)	Elijah Green
Backup (322)	Randy Bartley
Backup (322)	Michele May
Backup (322)	Craig Locke

Hospital Purchasing Inbox & Inbound Faxes	
Hospital	Various

Postings to Purchasing Listserv	
Primary	Jamison Barton
Backup	Craig Locke

SharePoint	
Primary	Craig Locke
Backup	Michele May

Amazon Order Routing	
Primary	Patricia Pflug
Backup	Michele May
Backup	Craig Locke
Any inquiries:	amazon@l.uky.edu

Logging of Requisitions (SAP)	
Email all requests to:	saplogging@l.uky.edu
Or use web form on Purchasing Intranet site	

Procurement Card Reporting	
Primary	Jamison Barton
Backup	Craig Locke or Michele May

Web Page Updates	
Email all requests to:	PurchWebTeam@l.uky.edu
<i>Includes requests for K- or UK-solicitation numbers, review or posting of bids/RFPs, any updates or new files for website, website questions, etc.</i>	
Or use web form on Purchasing Intranet site	

Vendor Management and PaymentWorks	
Email all requests to:	Vendorhelp@l.uky.edu
<i>Includes any questions related to vendor master data, vendor records or onboarding, PaymentWorks, etc.</i>	
Or use web forms on Purchasing Intranet site	

SAP Materials/Contracts Updates	
Primary	Jody Reed
Backup	Craig Locke

IT/Desktop Support	
Primary	Craig Locke
Backup	Michele May

Quarterly Contractor Reports / Rebates	
Email all to:	purchreports@l.uky.edu
Or use web form on Purchasing Intranet site	

Updated 8/30/22