

Support Services (Internal) - Procurement Services

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

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

UK Purchasing Inbox & Inbound Faxes	
Primary (322)	Elijah Green
Backup (322)	Sarah Sexton
Backup (322)	Michele May
Backup (322)	Randy Bartley/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 Business Order Routing	
Primary	Sarah Sexton
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	

Card Integrity / Procurement Card Reporting	
Primary	Paul Klumb
Backup	Craig Locke / 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 form 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	

Procurement Data Analytics / Spend Reports	
Access via website - Purchasing Division only icon to reach Intranet site. Data Analytics will be in the upper section. Access to Tableau Server required; email srmhelp@uky.edu if needed.	

Updated 8/12/2024