Support Services (Internal) - Procurement Services

RightFax Console (Outbound POs)	
Primary (322)	Elijah Green
Backup (322)	Mary Nail
Backup (322)	Gage Bradford
Backup (322)	Grant Sprinkle
Hospital	Various (monitor only)

MRP Orders for Plant Maintenance (322)	
Primary	Robbie Frazier
Backup	Brian Schwegman
Others	Randy Bartley (Also does the ITAM MRP)
	Michele May

UK Purchasing Inbox & Inbound Faxes	
Primary (322)	Elijah Green
Backup (322)	Mary Nail
Backup (322)	Gage Bradford
Backup (322)	Grant Sprinkle

Hospital Purchasing Inbox & Inbound Faxes	
Hospital	Various

Postings to Purchasing Listserv	
Primary	Jamison Barton
Backup	Craig Locke

SharePoint	
Primary	Michele May
Backup	Craig Locke

Amazon Business Order Routing	
Primary	Gage Bradford
Backup	Michele May
Backup	Paul Klumb
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
Includes requests for K- or UK-solicitation numbers, review or posting of bids/RFPs, any updates or new files for website, website questions, etc.	
Or use web form on Purchasing Intranet site	

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

SAP Materials/Contracts Updates	
Primary	Jody Reed
Backup	Sarah Sexton/Craig Locke

IT/Desktop Support	
Primary	Gage Bradford
Backup	Michele May/Craig Locke

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 1/5/2026