

Welcome to the September 2025 Procurement and Distribution Services Newsletter!

We're excited to bring you the latest updates, team introductions, and helpful resources to support your purchasing and business operations across campus. Read on to meet new faces, learn about policy updates, and discover how we can assist your department!

New roles and New faces:

Beth Connelly is the new Senior Director of Procurement Operations. She'll be leading the purchasing and contracts team. All requests for bid events can be directed to Beth as well.

Nicole Karn is the new Senior Director of Accounts Payable and Business Operations. Nicole leads the team for accounts payable, PCard, SmartCART and customer care.

We are happy to announce that Erin Frantz has officially joined our team as a Contract Expeditor. Erin and colleague Ingrid Heider comprise the contracts team within PDS.

Please find updated organizational chart ([click here](#)) for further clarification.

Updates....

Web page:

We are in the process of updating our webpage. Check out a few of our most recent additions/updates:

- **All New** - Preferred supplier list – For a list of campus wide contracts, please ([click here](#)).
- **Updated P Card Policy** – Please review updates to the P/D Card audit program. Moving forward, failure to provide signed monthly statements results in an automatic audit failure. The updated policy can be found [here](#).
- **Coming Soon** – Updated Procurement Policy

*We are making other updates weekly. To ensure you always have the most up to date information, please bookmark links, do NOT save forms, policies or procedures.

International Orders:

All international orders now require approval from the Office of International Affairs. PDS supports and facilitates this new process, no additional work is required from our end users. If there are any questions regarding the approval or working with an international supplier, the Office of International Affairs or Procurement will reach out to you directly to work toward a solution.

SmartCART:

Biolegend has recently been added to SmartCART. This supplier specializes in developing high-quality antibodies and reagents for biomedical research.

Want a personalized procurement refresher for your department?

We'd love to visit and meet with you! Reach out to Beth Connelly at bx571@case.edu or 216-368-6332 to schedule a session.

Procurement Tip of the Month

Not sure when to use an SSJ vs. a Bid Exemption Form? Check out page 4 of our How to Buy Guide. ([click here](#)). Below are definitions to provide further clarity.

- **SSJ (Sole/Single Source Justification)**: A form used to justify non-competitive procurement.
- **Professional Services Bid Exemption Form**: A document used to establish cost reasonableness when bidding is not feasible in this category.
- **Cost Reasonableness**: Documentation or rationale supporting the fairness of pricing.