Welcome to the November 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:

We are happy to announce **Angie Tellez-Hernandez** is our newest Contract Expeditor. **Angie** joins **Ingrid Heider** and **Erin Frantz** on the contracts team. **Erin** is moving into a hybrid role between purchasing and contracts. **Erin** will be specifically supporting the heavy workflow in the categories of Professional/Consulting Services and Independent Contractors so that we may better serve our campus community.

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

News and Other Important Updates....

Vendor Fair 2026 – Mark your calendars – October 20, 2026. It's back! Procurement is in the early stages of planning the first Vendor Fair since before the pandemic. This is the single biggest request we get from all of you and our suppliers so we are excited to announce the date...more details to come!

Procurement Policy – We have made many updates to our procurement policy. Please (click here) to download and review.

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.

Student/Employee Visa Applications – Recent changes to H-1B and other Visa petition fees have necessitated changes in how the University processes these requests. Please reach out to the Visa & Immigration Services & Advisors (VISA) Office for assistance with new and existing applications.

Reminders:

End of Year Contract Requests - Any contracts requiring signatures on or before 12/31/25 need to be submitted via requisition ASAP. Last-minute submissions may jeopardize your ability to receive an executed contract back in time.

Current SIF – The most current SIF will show a review date of July 2025 in the upper left corner. Please be sure that any SIF submissions are completed using the current form, found here. Customer Care Team will return any submissions that include an outdated version of the SIF. Please also be sure to remind potential suppliers that a signature, either wet or certified digital, is required in the Conflict of Interest section regardless of answer.

Invoice submission – All invoices should be submitted to invoices-pds@case.edu as one single invoice per email. PDF packets of more than one invoice should be separated and emailed individually.

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.

Campus Outreach - ***Have you experienced staff turnover or maybe just want a personalized procurement refresher for your department?***

We'd love to visit and meet with you! Reach out to Beth Connelly at bxc571@case.ed or Nicole Karn at nmk10@case.edu to schedule a session.

Procurement Tip of the Month

Software is NEVER a reimbursable expense. If you are still unclear how to process a software expense, please review our "How to Buy Software and Software Subscriptions" Guide on the Procurement Webpage.