

Chris Kabourek
Chief Financial Officer

Doug Carlson
Chief Procurement Officer

Lynn McAlpine
Associate Chief Procurement Officer

Campus CBOs & Delegates

Teresa Howell
Director Payment Operations & Services

Sourcing

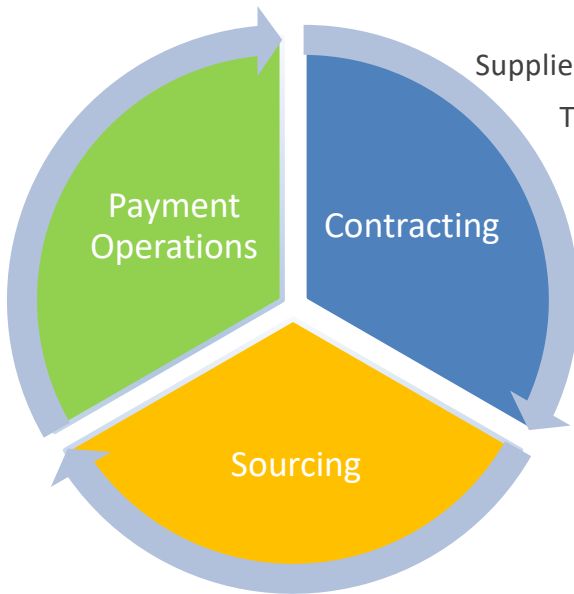
Payments

Contracting

Backend functions
Contract Review
P2P System Operations
Training, Outreach & Events

Buying goods & services
Data Analytics
eSHOP Order Processing
Help Desk
Travel Support

Paying for things
Supplier Setup/Maintenance
Travel Reimbursement
Invoice Processing
P-card/Travel card



University of Nebraska System

Procure to Pay

Customer first - Integrity Always

Payment Services Contacts

Payments

Email: paymentservices@nebraska.edu

- General payment questions, payment status
- Supplier setup/updates

Invoices

Email: invoices@nebraska.edu

- Invoice and Credit memo
- Interagency Billing Transactions Invoices (to pay)
- Paper travel & non-travel expense vouchers
- Visiting Personnel Forms
- Warrant Requests Wire Requests

Purchase Card

Email: pcard@nebraska.edu

P-card questions T-card questions

Procurement & Travel Contacts

Procurement

Email: P2P@nebraska.edu

- Eshop
- Computer purchase questions
- RFPs

Contracts: contracts@nebraska.edu

- Contracts questions
- Contract review

Contracts (that are not reviewed by Procurement) upload to:

- <https://scsapps.unl.edu/ContractSystem/Default.aspx>

Travel: TravelOffice@nebraska.edu

- All travel questions or issues

Questions

What questions can we answer?

Chief Procurement Officer: dougcarlson@nebraska.edu

Associate Chief Procurement Officer: lynn.mcalpine@nebraska.edu

Payment Services: Teresa.howell@nebraska.edu

Website: <https://nebraska.edu/p2p>