

# Procurement Services NEWSLETTER

1340 Administrative Services Bldg | 2221 Wanda Daley Dr

515-294-4860 [procurement@iastate.edu](mailto:procurement@iastate.edu)

<http://www.procurement.iastate.edu>

*The mission of Iowa State University procurement services is to provide efficient, timely and effective assistance to faculty, staff, and students. Please contact us with any questions or concerns by contacting a staff member directly, emailing [procurement@iastate.edu](mailto:procurement@iastate.edu) or calling 294-4860.*

## Airport travel

Procurement services has recently updated the available options for transportation between Ames and the Des Moines International Airport. Services are available through Executive Express, Crown Limousine Services, and ISU transportation services. Departments may view pricing, as well as contact information, on the procurement services website under airport travel on the contracts page: <http://www.procurement.iastate.edu/contracts?id=94>.

## Change to procurement approvals in the E-Forms Approval system

The procurement services department has been making changes over the past few months to the procurement approvals in the E-Forms approval system. The changes were made in an effort to make the process of adding and changing approvers and delegates more efficient and easier for departments to maintain on their own. Departments are now able to maintain procurement delegate lists in the Kuali Financial System (KFS) using the same process that they currently use for KFS delegate lists. Emails were sent out to departments informing them of the change, a frequently asked questions page was added to the procurement services website, and an announcement was placed in *Inside Iowa State*. Procurement services is available to meet with departments to discuss these changes or to answer any other procurement-related questions. For assistance, please contact procurement services at 294-4860 or [procurement@iastate.edu](mailto:procurement@iastate.edu).

## Staff Spotlight: Ella Wichers

**Role in procurement services** Ella is the coordinator for the eProcurement (cyBUY) program. She has been working in procurement services for 3 years, first as a part-time student office assistant and was hired on full time with the department on September 12, 2016.

**Educational background/employment history** She has a bachelor's degree in biological and pre-medical Illustration, and continues to create art for nonprofits in her free time. As for her previous jobs she has worked with other companies through internships and volunteer work, creating media and aiding with business ventures for local and international clientele.

**What do you like to do outside of work?** Ella loves going to ISU basketball and football games, creating art, rock climbing, yoga, dancing, running, cooking healthy meals, and crocheting outfits and blankets for her niece.



*This newsletter has been sent to members of the Procurement Information Network. Please feel free to post and distribute this newsletter to appropriate people in your department.*