

Facilities Purchasing Team



Donna Hensel
Facilities
Purchasing
Coordinator
#5016

- Advertises construction/services/goods that exceed \$50,000 via Request for Proposal (RFP's) or Request for Quotes (RFQ's).
- Creates contracts for all vendors who do maintenance service/construction on campus regardless of dollar amount.



Cheryl Haefner
Business
Office
Purchasing
#5017

- Receives all the University electronic purchase orders/attachments/quotes.
- Reviews/audits/edits/distributes.
- Makes sure all quotes meet MnSCU guidelines.
- Processes all purchase orders that are goods and materials under \$50,000.



Diane Huettl
Finance &
Administration
Contract
Coordinator
#6623

- Creates contracts for all speakers on campus,
 - student/faculty activities
 - internships
 - software agreements.



Cindy Rossow
Business Office
Accounts
Payable
#2369

- Processes payment of university invoices.
- Works with faculty/staff to ensure all goods and services have been satisfactorily received and all payments are made in accordance with the terms of purchase orders, contracts and quotes.