

Staff Directory Procurement & Property Control Services

Rebecca E. Anchor, Director (585) 245-5100 anchor@geneseo.edu
Thomas R. Underwood, Assistant Director (585) 245-5100 underwoo@geneseo.edu
Paul J. Paprocki, Purchasing Director Emeritus paprocki@geneseo.edu
Alice G. Button, Secretary 1 (585) 245-5100 button@geneseo.edu

- Departmental secretary
- Office management and reception
- Logging in of State and Research Foundation purchase requisitions
- Processing and distribution of State Purchase Orders and Change Notices
- Preparation of request for quotations and bid documents
- Inputting and updating of contracts
- SUNY Web Procurement System coordinator
- Administrative support for the Procurement Card program; provide technical assistance to P-card users
- Management of desktop delivery program for office supplies
- Leased copier recharge reporting

Vacant, Keyboard Specialist (585) 245-5100
(Contact Rebecca Anchor or Thomas Underwood for assistance)

- Inputting and distribution of Research Foundation purchase orders and change notices

Jean A. Smith, Clerk 2 (585) 245-5611 burnett@geneseo.edu

- Administration of the College's Property Control System (annual physical inventory of equipment, updates to the Property Control System, tagging of equipment, overseeing acquisition, disposal and relocation of College assets, liaison to the campus community for all property control related functions and processes)
- Coordination of equipment maintenance and repair on behalf of campus departments as needed
- Procurement Services liaison to the Accounting and Central Receiving Departments
- Processing of receiving documentation
- Expediting State purchase orders
- Inputting of Central Stores orders on the Facilities Services GMMS System