



## Procurement & Contracting Office Responsibilities

**Department:** Procurement/ Payables

As of June 17, 2024, Purchasing Services is changing the allocation of responsibilities for the Procurement and Contracting Officers. We are moving from allocating by category to departments, the new structure is as follows;

When entering requisitions into iProcurement be sure to select the appropriate PCO.

Please submit questions to [purchasing.helpdesk@uoguelph.ca](mailto:purchasing.helpdesk@uoguelph.ca) [1]

**Jessica Hitchcock**

ALUMINI AFFAIRS AND DEVELOPMENT CENTRAL SERVICES  
 ALUMINI AFFAIRS AND DEVELOPMENT-FINANCIAL SERVICES  
 ALUMINI AFFAIRS AND DEVELOPMENT OAC  
 ALUMINI AFFAIRS AND DEVELOPMENT OVC  
 ACADEMIC PROGRAMS  
 ALUMNI AFFAIRS  
 ANN & PLANNED GIVING  
 ART GALLERY GUELPH  
 ARTS & SOCIAL SCIENCE  
 ARTS-DEAN'S OFFICE  
 ATHLETICS  
 ATHLETICS - NRG (NUTURE, RECREATE, GEAR UP)  
 ATHLETICS CAMPS  
 ATHLETICS INTRAMURAL  
 ATHLETICS MARKETING  
 ATHLETICS-FAC ADMIN  
 B.A.COUNSELLING OFF  
 BACH-ARTS & SCIENCE  
 CAMPUS SAFETY OFFICE  
 CANADA INDIA RESEARC  
 CAREER SERVICES  
 CE-OPEN LEARN PGM  
 CHILD CARE SERVICES  
 CJPP (CRIMINAL JUSTICE AND PUBLIC POLICY)  
 CLASSROOM TECH SUPPORT  
 CLIENT SERVICES  
 COED INTERCOLLEGIATE  
 COLES TEACH SUPPORT  
 CO-OP EDU & CAREER S  
 CO-OP EDUC SERVICES  
 COUNSELLING  
 DEPARTMENT OF MANAGEMENT  
 ECONOMICS & FINANCE  
 EDUCATIONAL DEVLPMT

Lauren Lefneski  
 AAC SUPPORT  
 ADMISSIONS  
 ANALYSIS & PLANNING  
 ANIMAL BIOSCIENCES  
 ANIMAL CARE SERVICES  
 AQUATICS  
 ARBORETUM  
 ARRELL FOOD INSTITUT  
 ASSOCIATE VP INTERNATIONAL  
 ASSOCIATE V/P ACADEMIC  
 ASSOCIATE VP-ACADEMIC  
 AVP FINANCIAL SERVICES  
 AUDIT SERVICES  
 AVP AGRIFOOD  
 AVP RESEARCH  
 BIODIVERSITY - CEO  
 BIODIVERSITY INSTITUTE  
 BIOMEDICAL SCIENCES  
 BUDGET OFFICE  
 CAMPBELL ANIM WELFAR  
 CAMPUS ANIMAL FACILITY  
 CARE-AI  
 CBS-DEAN'S OFFICE  
 CCS APPS PERSONNEL  
 CCS CENTRAL OFFICE  
 CCS CP PERSONNEL  
 CCS EA PERSONNEL  
 CCS IS PERSONNEL  
 CCS NI PERSONNEL  
 CCS PMO PERSONNEL  
 CCS SM PERSONNEL  
 CCS WD PERSONNEL  
 CEPS-DEAN'S OFFICE  
 CESI (COMMUNITY ENGAGED SCHOLOARSHIP INSTITUTE)  
 CHEMISTRY  
 CLINICAL STUDIES  
 COMMUN & MARKETING  
 COMPARATIVE CANCER

ELECTRONIC ACCESS  
 ENGLISH & THEATRE STUDY  
 EXECUTIVE PROGRAMS  
 EXPERIENTIAL LRNING



FIRE PREVENTION  
GRADUATE STUDIES  
GUELPH HUMBER ADMIN  
GUELPH-HUMBER  
HEALTH & PERF CTR  
HISTORY  
HOSPITALITY & TOURISM MANAGEMENT  
HOSPITALITY SERVICES  
INFORMATION SYSTEMS  
INTERCOLLEGIATE GENE  
INTERDISCIPLINARY PG  
LANG DEAN'S OFFICE  
LEARNING TECHNOLOGY  
LIBRARY TUG  
LIVE WORK WELLNESS CENTRE  
MAIL SERVICES  
MASTER OF FINE ARTS

MATH & STATISTICS  
MBA PROGRAMS  
MENS INTERCOLLEGE  
MARKETING & CONSUMER STUDY  
OFFICE OF UNIVERSITY LIBRARIAN  
OPEN LEARNING AND EDUCATION SUPPORT-DIRECTORATE  
OFFICE OF OPEN LEARNING-DISTANCE EDUCATION  
OVC COMM SERVICES  
OVC EQUINE GUELPH  
OVC HSC ADMINISTRATI  
OVC HSC ANIMAL CANC  
OVC HSC CLINICAL SUP  
OVC HSC COMPANION AN  
OVC HSC COO OFFICE  
OVC HSC EQUINE SPORT  
OVC HSC LARGE ANIMAL  
OVC HSC PRIMARY HEAL  
OVC HSM DVM PROGRAM  
OVC PET TRUST  
OVC SHARED SERVICES  
OVC-DEAN'S OFFICE  
OVC-EDUCATIONAL UNIT  
PARKING ADMIN  
PHILOSOPHY  
PHYSICAL RESOURCES-ADMIN  
PHYSICAL RESOURCES-BLDG CNTRLS  
PHYS RES-BLDG MECH  
PHYSICAL RESOURCES-CUP  
PHYSICAL RESOURCES-CUSTODIAL  
PHYSICAL RESOURCES-DIRECTOR  
PHYSICAL RESOURCES-ELECTRICAL  
PHYSICAL RESOURCES-GROUNDS  
PHYSICAL RESOURCES-LOCKSMITH  
PHYSICAL RESOURCES-MAINT&OPER  
PHYSICAL RESOURCES-MAT HANDLNG  
PHYSICAL RESOURCES-MECHANICAL

COMPLIANCE &WELLNESS  
CONTROLLER  
CSAHS DEAN'S OFFICE  
CENTRE FOR INTERNATIONAL PROGRM  
CENTRE FOR PUBLIC HEALTH  
DIV & HUMAN RIGHTS  
ENVIRONMENTAL HEALTH&SAFETY  
ENVIRONMENTAL SCIENCE  
ENVIRONMENT DESIGN&RURAL DEVELOPMENT  
FAMILY RELATIONS & APPLIED NUTRITION  
FASR (FACULTY AND ACADEMIC STAFF RELATIONS)  
FOOD FROM THOUGHT  
FOOD SCIENCE  
FOOD,AGRICULTURE & RESOURCE ECONOMICS  
G360  
GEOGRAPHY  
GIDS (GUELPH INSTITUTE OF DEVELOPMENT STUDIES)  
GUELPH GENOMICS FACILITY  
HUMAN HEALTH&NUTRITION SCIENCE  
HUMAN RESOURCES  
IB-GRADUATE TEACHING ASSISTANTSHIPS  
INDIGENOUS INITIATIV  
INSTITUTE FOR ENVIRON RESESARCH

INTEGRATED IMAGING F  
INTEGRATIVE BIOLOGY  
INTL RECRUITMENT  
KEMPTVILLE CAMPUS-NORTHERN HORT  
KEMPTVILLE CAMPUS-NORTHERN STATIONS  
LAB SERVICES DIVISION-ANALYTICAL BIOL  
LAB SERVICES DIVISION-ANIMAL HLTH LAB  
LAB SERVICES DIVISION-BDO&FINANCE  
LAB SERVICES DIVISION-BUSINESS OPER'NS  
LAB SERVICES DIVISION-CHEMISTRY  
LAB SERVICES DIVISION-DIAGNOSTICS  
LAB SERVICES DIVISION-EXEC OFFICE  
MAPLEWOOD'S CENTRE  
MARKETING AND COMMUN  
MASS SPECTROMETRY LAB  
MCB-GRADUATE TEACHING ASSISTANTSHIPS  
MOLECULAR & CELLULAR  
NMR CENTRE  
OAC-DEAN'S OFFICE  
OFFICE LEGAL COUNCEL  
OFFICE OF CEREMONIES  
OFF-INVESTMENT MANGT  
OMAFRA RESEARCH STATIONS  
ON CAMPUS PROGRAMS  
ONE HEALTH AGENDA  
PATHOBIOLOGY  
PAYMENT SERVICES  
PHYSICS  
PLANT AGRICULTURE  
POPULATION MEDICINE



PHYSICAL RESOURCES-PROJ MGMT	PR/SHS ENVIRONMENTAL
PHYSICAL RESOURCES-STOCK ROOM	PRESIDENT'S HOUSE
PHYSICAL RESOURCES-STRUCTURAL	PRESIDENT'S OFFICE
PHYSICAL RESOURCES-TRANSPORT'N	PROVOST & VP-ACAD
POLITICAL SCIENCE	PSYCHOLOGY
PHYSICAL RESOURCES-PLAN&ENG&CONSTRN	PURCHASING SERVICES
RADIO GRYPHON	QUALITY ASSURANCE
REAL ESTATE DIVISION	RIDGETOWN CAMPUS-ACADEMIC
REGISTRARIAL SYSTEMS	RIDGETOWN CAMPUS-ADMINISTRATION
RE-VISION CENTRE	RIDGETOWN CAMPUS-CONT EDUCATION
SCHOOL OF FINE ART & MUSIC	RIDGETOWN CAMPUS-RESEARCH
SCHOOL OF LANGS & LIT	REGISTRAR
SEXUAL VIOLENCE EDUC	RESEARCH FINANCIAL SERVICES
SOCIOLOGY&ANTHROPOL	RESEARCH COMMUNICATI
SPACE AND CAPITAL PLANNING	RESEARCH INNOVATION
STUDENT ACCESS SERVICES	SC GREENHOUSE
STUDENT EXPERIENCE	SCHOOL OF COMPUTER SCI
STUDENT FINANCE	SCHOOL OF ENGINEERING
STUDENT HEALTH SERV	SCHEDULING
UNIVERSITY CENTRE-BRASS TAPS	SEC SCHOOL LIAISON
UNIVERSITY CENTRE-BUILDING MGMT	SCHOOL OF ENGINEERING GTA APPOINTMENTS
UC-DIRECTOR'S OFFICE	STRATEGIC TRANSFORMATION
UNIVERSITY CENTRE-GRAD STUD LOUNGE	STUDENT HOUSING SERVICES
UNIVERSITY CENTRE-PETER CLARK HALL	STUDENT WELLNESS SERVICES DIRECTOR OFFICE
UNIVERSITY CENTRE-PROGS&INFO	TREASURY OPERATIONS
UOFG SUSTAINABILITY	UNIVERSITY AND COMMUNITY RELATIONS
WAR MEMORIAL HALL	UNIVERSITY GENERAL
WELLNESS CENTRE	UNIVERSITY SECRETARY
WOMENS INTERCOLL	VP EXTERNAL
	VP RESEARCH
	VP RESEARCH-OPER
	VP-DEV&PUB AFFAIRS
	VP-FINANCE & OPERATIONS
	VP-STUDENT AFFAIRS
	WINCHESTER STATION

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Source URL:<https://www.uoguelph.ca/finance/procurement-contracting-office-responsibilities>

### Links

[1] <mailto:purchasing.helpdesk@uoguelph.ca>