

PROCUREMENT SERVICES (revised 9/25/07)

**Terence Haley, Director of Procurement Services
(256) 824-6674**

Bindery
Bulk Mailings
Disposal of Hazardous Chemical Waste
Medical Supplies/Equipment
Photocopy Services
Printing Services
Student Insurance & Health Tests

**Keshia Askew, Senior Procurement Officer
(256) 824-6491**

Audio Visual & Photographic Supplies/Equipment
Cable TV
Computer Cables & Installation
Computer Hardware/Software/Peripherals/
Upgrades/Maintenance & Service Agreements
Network Systems & Assoc.
Pagers/Communication Equip. [wireless devices,
two-way radios, etc.]
Printers/Scanners
Security Systems
Telecommunications:
Equipment/Software/Parts/Supplies/
Service & Maintenance

**Vickie Dillon, Procurement Officer II
(256) 824-6675**

Booth Rental/Building Rental
Bus Service [Charter]
Clean Room Supplies/Equipment
Chemicals
Copiers
Electrical Supplies/Equipment
Equipment Rental
Express Mail
Food Service Equipment & Supplies
HASP Supplies [non-books]
ID Card Supplies/Equipment
Industrial Gases [Gas Cylinders]
Lawn Care [RSA]
Library Supplies/Equipment
Machine Shop Supplies/Equipment

Vicki Dillon, Procurement Officer II (continued)

Mail Processing Machine/Supplies [Pitney Bowes]
Maintenance/Repair Equipment [non-IT/Comm/AV]
One Card System [student]
Optical Supplies/Equipment
Safety Supplies/Equipment
Scientific, Research, Lab Equipment & Supplies
Storage Space Rental
Test Instruments
Tools & Metals
Vehicle Lease/Rental
Warehouse Equipment/Supplies

**Grace Lymas, Procurement Officer I
(256) 824-6489**

Advertisements/Signs/Banners/Flags
Airfare
Art Supplies/Equipment
Athletic Equipment/Supplies
Books/Journals/Maps
Diskettes
Film Rentals/Purchase
Flowers
Janitorial Service [Housing]
Laundry Equipment [Housing]
Lodging
Meals/Catering
Musical Instruments/Supplies
Office Supplies/Machines/Equipment
Plaques/Awards
Registrations
Surplus Sales/Auctions
Toner/Printer Cartridges
T-shirts/Novelty Items

PROCUREMENT OPERATIONS

**Suzanne Penn, Director of Procurement Operations
(256) 824-6687**

Carpet & Tile
Furniture/Lab Furniture
Document Destruction [Shredding Project]
Minority Business Development Officer
Relocation Services: Local & Interstate
Procurement Card Program
Window Treatments & Blinds

**Judy Curtis, Procurement Officer I
(256) 824-2552**

Automobiles, Auto Supplies/Parts/Service
Building Supplies/Renovations
Elevator Service and Maintenance
Gas & Oil/Gas
Grounds Equipment/Repair/Supplies
Janitorial Supplies
Paint, Supplies & Equipment
Pest Control
Plumbing Supplies
Refrigeration & Air Conditioning
Trash Collection
Uniforms
Window Washing