

BUSINESS & PROCUREMENT SERVICES REQUISITION COMMODITY and ACCOUNT CODE ASSIGNMENTS

(revised 09-08-09)

Suzanne Penn, Executive Director of Business Services [backed-up by Terence] - 6687

Furniture/Lab Furniture [assisted by Design Specialist]
Minority Business Development Officer
Relocation Services: Local & Interstate
Special Projects & Proposals
Procurement Card Manager

Terence Haley, Director of Procurement Services [backed-up by Suzanne] - 6674

Banner Maintenance
Bindery
Bulk Mailings
ID Card Supplies/Equipment
Medical Supplies/Equipment
One Card System [student]
Photocopy/Printing Services
Student Insurance & Health Tests

Grace Lymas, Procurement Officer I [backed-up by Judy] - 6675

Alabama Surplus Property
Art Supplies/Equipment
Booth Rental/Building Rental
Clean Room Supplies/Equipment
Chemicals
Disposal of Hazardous Chemical Waste
Equipment Rental
HASP Supplies
Industrial Gases [Gas Cylinders]
Library Supplies/Equipment
Machine Shop Supplies/Equipment
Mail Processing Machine/Supplies [Pitney Bowes]
Maintenance/Repair Equipment [non-IT/Comm/AV]
Metals
Musical Instruments/Supplies
Optical Supplies/Equipment
Scientific, Research, Lab Equipment & Supplies
Storage Space Rental
Surplus Sales/Auctions
Test Instruments

Mark Aldrich, Procurement Officer I [backed-up by Grace] - 6492

Athletic Equipment/Supplies
Audio Visual & Photographic Supplies/Equipment
Cable TV
Computer Cables & Installation
Computer
Hardware/Software/Peripherals/Upgrades/Maintenance & Service Agreements

Copiers
Network Systems & Assoc.
Pagers/Communication Equip. [wireless devices, two-way radios, etc.]
Printers/Scanners
Telecommunications:
Equipment/Software/Parts/Supplies/Serv. & Maintenance
T-shirts/Novelty Items

Judy Curtis, Procurement Officer I [backed-up by Grace] - 2552

Automobiles, Auto Supplies/Parts/Service
Building Supplies/Renovations
Bus Service [Charter]
Car Tags
Carpet & Tile
Document Destruction [Shredding Project]
Electrical Supplies/Equipment
Elevator Service and Maintenance
Express Mail
Food Service Equipment & Supplies
Gas & Oil/Gas Charge Cards
Green Plant Maintenance
Grounds Equipment/Repair/Supplies
Janitorial Service (Housing)
Janitorial Supplies
Laundry Equipment (Housing)
Lawn Care [RSA]
Office Supplies/Machines/Diskettes
Paint, Supplies & Equipment
Pest Control
Plumbing Supplies
Refrigeration & Air Conditioning
Safety Supplies/Equipment/Services (Lake Vegetation/Asbestos Removal, etc.)
Security Systems
Signage
Toner/Printer Cartridges
Tools
Trash Collection
Uniforms
Warehouse Equipment/Supplies
Window Treatments & Blinds
Window Washing
Vehicle Lease/Rental

Melissa Gallager-Smith, Business Services Assistant [backed-up by Mark] - 6484

ACT/GED Tests
Advertisements/Signs/Banners/Flags
Airfare [Purchase Orders]
Books/Journals/Maps
Clipping Service
Filing Fees
Film Rentals/Purchase
Flowers
Lodging
Meals/Catering
Memberships
Page Charges
Patent Payments
Plaques/Awards
Registrations
Stamps
Subscriptions
Substitute Teachers
Tickets [plays, resale]

Keshia Askew, Procurement Card Administrator [backed-up by Suzanne] - 6491

Design/Maintain Website (backed-up by Terence for posting bids/tabulations only)
LPOs
Procurement Card (Establish New Accounts, Account Changes, Cancellations, Declines, Lost or Stolen Card Notification, Dispute Resolution, Daily Transactions Audit)
Trainer (Procurement Card)

Joy E. Moody, Procurement Card Accountant [backed-up by Demetrice] - 6489

LPOs
Procurement Card (Reconciliation Audit & Account Allocation, Infractions Notifications & Corrections Requests, BOA Master Statement Review & Reconcile)
Small Dollar Requisitions as schedule permits
Trainer (Procurement Card)

Demetrice Mitchell, Business Services Information Assistant [backed-up by Keshia] - 1863

Procurement Card (Audits Reconciled Transactions for Compliance, Infractions Notifications & Corrections Request, Receive Receipts, Track Packets)
Trainer (Procurement Card)