

**BUSINESS & PROCUREMENT SERVICES COMMODITY and ACCOUNT CODE ASSIGNMENTS**

(revised 2-18-14)

**Judy Curtis, Procurement Officer I [backed-up by Joy] – 2552**

Appliances  
Building Maintenance/Repairs Supplies/Equipment  
Building Supplies/Renovations  
Carpet & Tile  
Express Mail  
Furniture/Lab Furniture [non-project]  
Grounds Equipment/Repair/Supplies  
Grounds Services (Lake Vegetation, etc.)  
Janitorial Service  
Laundry Equipment  
Relocation Services: Local & Interstate  
Special Projects  
Surplus Bids  
Temporary Services Proposal  
Tools  
Warehouse Equipment Supplies  
Window Treatments & Blinds  
Window Washing

**Joy Benefield, Procurement Officer I [backed-up by Pamela] - 6492**

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

**Pamela Hurley, Procurement Officer I [backed-up by Esterley] - 6675**

Alabama Surplus Property  
Booth Rental/Building Rental  
Clean Room Supplies/Equipment  
Chemicals  
Disposal of Hazardous Chemical Waste  
Document Destruction [Shredding Project]  
Equipment Rental  
HASP Supplies  
Industrial Gases [Gas Cylinders]  
Machine Shop Supplies/Equipment  
Mail Processing Machine/Supplies [Pitney Bowes]  
Maintenance/Repair Equipment [non-IT/Comm/AV]

**Pamela Hurley (continued)**

Medical Supplies/Equipment  
Metals  
Optical Supplies/Equipment  
Photocopy/Printing Services  
Safety Supplies/Equipment/Services (Asbestos Removal, etc.)  
Scientific, Research, Lab Equipment & Supplies  
Student Health Tests  
Storage Space Rental  
Student Insurance  
Test Instruments

**Esterley Patterson, Procurement Officer I [backed-up by Judy]- 6687**

Advertisements/Signs/Banners/Flags  
Art Supplies/Equipment  
Athletic Equipment/Supplies  
Automobiles, Auto Supplies/Parts/Service  
Bindery  
Books/Journals/Maps  
Bus Service [Charter]  
Car Tags  
Clipping Service  
Educational/Classroom Supplies  
Film Rentals/Purchase  
Food Service Equipment & Supplies  
Gas & Oil/Gas Charge Cards  
Green Plant Maintenance  
Janitorial Supplies  
Library Supplies/Equipment  
Memberships  
Musical Instruments/Supplies  
Office Supplies/Machines/Diskettes  
Page Charges  
Patent Payments  
Pest Control  
Plaques/Awards  
Signage  
Subscriptions  
T-shirts/Novelty Items  
Toner/Printer Cartridges  
Trash Collection  
Uniforms  
Vehicle Lease/Rental

**Vicki Woods, Business Services Assistant [backed-up by Nancy] - 6484**

ACT/GED Tests  
Airfare [Pur. Orders]  
Banner Requisition/Approval Training  
Flowers  
Legal Fees  
Lodging  
Meals/Catering  
Registrations  
Reimbursements  
Stamps  
Student Awards/Prizes  
Substitute Teachers  
Tickets [plays, resale]  
Wal-Mart & Costco Cards

**Nancy Snowden, Senior Business Services Assistant [backed-up by Vicki] – 6485**

Contracts for Professional Services

**Celia Curry – 1071**

PO Mailings/Faxing  
Requisition Reset/Deletion

**Demetrice Mitchell, Senior Procurement Card Site Coordinator [backed-up by Printess] - 1863**

Procurement Card (Establish New Accounts, Account Changes, Cancellations, Declines, Lost or Stolen Card Notification, Dispute Resolution, Daily Transactions Audit)  
Trainer (Procurement Card)

**Printess Pickens, Procurement Card Coordinator [backed-up by Demetrice] - 6515**

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