

BUSINESS & PROCUREMENT SERVICES COMMODITY and ACCOUNT CODE ASSIGNMENTS

(revised 1-26-15)

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

Tamekia Montgomery, 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 Tamekia] – 6485

Contracts for Professional Services

Celia Curry – 1071

PO Mailings/Faxing
Requisition Reset/Deletion

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

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

Vicki Woods, 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)