BUSINESS & PROCUREMENT SERVICES COMMODITY and ACCOUNT CODE ASSIGNS, (revised 8-15-16)

**JUDY CURTIS,** Procurement Officer II [backed-up by Joy] – 2552

- Air Monitoring
- Appliances (microwaves, refrigerators, etc.)
- Asbestos Removal / Abatement
- Banner Requisition/Approval Training
- Booth & Building Rental/Storage Space/Rental of Premises
- Building Maintenance/Repairs Supplies/Equipment
- Building Supplies/Renovations
- Carpet & Tile
- Furniture/Lab Furniture [non-project]
- Gas & Oil/Gas Charge Cards
- Grounds Equipment/Repair/Supplies
- Grounds Services (Lake Vegetation, etc.)
- Janitorial Service & Supplies
- Laundry Equipment
- Legal Fees
- Miscellaneous
- Pest Control
- Relocation Services: Local & Interstate
- Security Systems
- Special Assignments
- Surplus Bids
- Temporary Services Proposal
- Tools
- Trash Collection
- Warehouse Equipment Supplies
- Window Treatments & Blinds
- Window Washing

**JOY BENEFIELD,** Procurement Officer I [backed-up by Pamela] - 6492

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

**PAMELA HURLEY** (continued)

- Chemicals
- Disposal of Hazardous Chemical Waste
- Document Destruction [Shredding Project]
- Equipment Rental (non IT/AV/Comm)
- Express Mail (FedEx / UPS)
- HASP Supplies
- Industrial Gases [Gas Cylinders]
- Insurance Payments
- Machine Shop Supplies/Equipment
- Mail Processing Machine/Supplies [Pitney Bowes]
- Maintenance/Repair Equipment [non-IT/Comm/AV]
- 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
- Test Instruments

**ESTERLEY PATTERSON,** Procurement Officer I [backed-up by Judy] - 6687

- Advertisements/Signs/Banners/Flags
- Abstracts
- Accreditation
- ACT/GED Tests
- Art Supplies/Equipment
- Athletic Equipment/Supplies
- Automobiles, Auto Supplies/Parts/Service
- Bindery
- Books/Journals/Maps
- Bus Service [Charter]
- Certifications
- Clipping Service
- DVD Editing
- Educational/Classroom Supplies
- Film Rentals/Purchase
- Flowers / Green Plant Maintenance
- Food Service Equipment & Supplies
- License Plates (car tags)
- Library Supplies/Equipment
- Memberships
- Musical Instruments/Supplies
- Office Supplies/Machines/Diskettes
- Page Charges
- Patent Payments
- Plaques/Awards
- Signage
- Stamps
- Student Awards/Prizes
- Subscriptions

**ESTERLEY PATTERSON** (continued)

- T-shirts/Novelty Items
- Toner/Printer Cartridges
- Uniforms / Laundering of Lab Coats
- Vehicle Lease/Rental

**TAMEKIA MONTGOMERY,** Business Services Assistant [backed-up by Nancy] - 6484

- Airfare [Pur. Orders]
- Homeland Security
- Honorarium and Consultant (Account Code 7103)
- Honorarium and Cons-Cont-Ed (Account Code 7105)
- Lodging
- Meals/Catering
- Miscellaneous (small things)
- Registrations
- Reimbursements (employees & students)
- Stipends (Account Code 7118)
- Substitute Teachers
- Tickets [plays, resale]
- Wal-Mart & Costco Cards

**NANCY SNOWDEN,** Senior Business Services Assistant [backed-up by Tamekia] – 6485

- Contracts for Professional Services
- MVR payments

**CELY CURRY,** Procurement Services Technician II (backed up by Tamekia & Nancy) – 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, Procurement Card Vendor Master Statement Review & Reconcile)
- Small Dollar Requisitions as schedule permits
- Trainer (Procurement Card)