

BUSINESS, PROCUREMENT & PCARD SERVICES ASSIGNMENTS

(revised 11-01-2023)

PAMELA HURLEY, Procurement Officer II [backed-up by Cathy] – 6675

Air Monitoring
Alabama Surplus Property
Appliances (microwaves, refrigerators, etc.)
Asbestos Removal / Abatement
Automobiles, Auto Supplies/Parts/Service
Banner Requisition/Approval Training
Booth & Building Rental/Storage Space/Rental of Premises
Building Maintenance/Repairs Supplies/Equipment
Building Supplies/Renovations
Bus Service [Charter]
Carpet & Tile
Food Service Equipment & Supplies
Furniture/Lab Furniture [non-project]
Gas & Oil/Gas Charge Cards
Grounds Equipment/Repair/Supplies
Grounds Services (Lake Vegetation, etc.)
Janitorial Service & Supplies
Laundry Equipment
License Plates (car tags)
Meals/Catering
Miscellaneous POs, Bids, Proposals
Pest Control
Relocation Services: Local & Interstate
Security Systems
Special Assignments
Surplus Bids
Temporary Services Proposal
Trash Collection
Warehouse Equipment Supplies
Window Treatments & Blinds
Window Washing
(Miscellaneous Vouchers T-Z)

CATHY CURTIS, Procurement Officer I [backed-up by Pamela] - 6687

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.
(Miscellaneous Vouchers G-L)

VACANT, Procurement Officer I [backed-up by Pamela] - 6675

Clean Room Supplies/Equipment
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
Tools
Test Instruments
(Miscellaneous Vouchers M-S)

VACANT Procurement Assistant [backed-up by Pamela] - 6675

Abstracts
Accreditation
ACT/GED Tests
Advertisements/Signs/Banners/Flags
Airfare [Purchase. Orders]
Art Supplies/Equipment
Athletic Equipment/Supplies
Bindery/Books/Journals/Maps
Certifications
Clipping Service
DVD Editing
Educational/Classroom Supplies
Film Rentals/Purchase
Flowers / Green Plant Maintenance
Homeland Security
Legal Fees
Library Supplies/Equipment
Lodging
Memberships
Musical Instruments/Supplies
Notary Bonding
Office Supplies/Machines/Diskettes
Page Charges
Patent Payments
Plaques/Awards

VACANT, Procurement Assistant [backed-up by Pamela] – 6675

Registrations
Signage
Sponsorships
Stamps
Student Awards/Prizes
Subscriptions including Digital Databases
Tickets [plays, resale, games, etc.]
T-shirts/Novelty Items
Toner/Printer Cartridges
Uniforms / Laundering of Lab Coats
Vehicle Lease/Rental
(Miscellaneous Vouchers A-F)

NANCY ALDRICH, Senior Business Services Assistant – [backed up by Elena] - 6485

Contract payments for Professional Services (Individuals – last name starting with A thru Q; Companies first name starting with A thru Q)

ELENA ELY, Business Services Staff Assistant – [backed up by Nancy] - 6484

Contract payments for Professional Services (Individuals – last name starting with R thru Z; Companies first name starting with R thru Z)
Wal-Mart, Sam's Club, Costco, & Kroger Cards
Credit Letters

VACANT, Procurement Services Technician II [backed up by Nancy/Elena] – 1071

PO Mailings/Faxing/Scanning
Requisition Reset/Deletion

ANI BINITIE, Procurement Card Services Supervisor [backed-up by Marcey] - 2239

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

MARCEY BENNETT, Procurement Card Coordinator [backed-up by Ani] - 6515

Procurement Card (Reconciliation Audit & Account Allocation, Infractions Notifications & Corrections Requests, Procurement Card Vendor Master Statement Review & Reconcile)
Trainer (Procurement Card)

MARCIE MEEVES, Travel Program Coordinator [backed up by Ani] - 1863

Student Group Travel
Individual Travel Reimbursements A-Z
Review of Procurement Card Reconciliation Packets