

## **BUSINESS, PROCUREMENT & PCARD SERVICES ASSIGNMENTS**

(revised 09-14-2022)

### **KELLY HAAS, Procurement Officer II [backed-up by Cathy]**

– 6492

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 Kelly] - 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)**

### **PAMELA HURLEY, Procurement Officer I [backed-up by**

**Cawanna] - 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)**

### **CAWANNA WILSON, Procurement Assistant [backed-up by Pamela] - 2552**

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

### **CAWANNA WILSON, Procurement Assistant [backed-up by**

**Pamela] – 2552**

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

### **CELIA CURRY, 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)

### **LARA ARAOS, Accountant I [backed up by Ani] - 1863**

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