**BUSINESS & PROCUREMENT ASSIGNMENTS**

**KELLY HAAS, Procurement Officer II [backed-up by Judy] – 6492**
- 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
- Flowers / Green Plant Maintenance
- 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
- Legal Fees
- Meals/Catering
- **Memberships**
- Miscellaneous POs, Bids, Proposals
- Pest Control
- **Registrations**
- Relocation Services: Local & Interstate
- Security Systems
- **Subscriptions**
- Surplus Bids
- Temporary Services Proposal
- Tools
- Trash Collection
- Warehouse Equipment Supplies
- Window Treatments & Blinds
- Window Washing
- (Miscellaneous Vouchers G-L)

**JUDY CURTIS, Procurement Officer I [backed-up by Kelly] - 2239**
- ACT/GED Tests
- Audio Visual & Photographic Supplies/Equipment
- AV / IT/ Communication Equipment Rental
- Cable TV
- Computer Cables & Installation
- Computer Hardware/Software/Peripherals/Upgrades
- **Clipping Service**
- **DVD Editing**
- Network Systems & Assoc.
- ID Card Supplies/Equipment
- Pagers/Communication Equip. [wireless devices, two-way radios, etc.]
- Printers/Scanners
- Special Assignments
- Software/Hardware Maintenance & Service Agreements
- Software Subscriptions
- Telecommunications: Equipment/Software/Parts/Supplies/Serv. & Maint.
- (Miscellaneous Vouchers T-Z)

**PAMELA HURLEY, Procurement Officer I [backed-up by Esterley] - 6675**
- Abstracts
- Alabama Surplus Property
- **Bindery/Books/Journals/Maps**
- 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
- **Page Charges**
- Patent Payments
- Photocopy/Printing Services
- Safety Supplies/Equipment/Services (Asbestos Removal, etc.)
- Scientific, Research, Lab Equipment & Supplies
- Student Health Tests
- Test Instruments
- (Miscellaneous Vouchers M-S)

**ESTERLEY PATTERSON, Procurement Officer I [backed-up by Pamela] - 6687**
- Advertisements/Signs/Banners/Flags
- Accreditation
- Airfare [Purchase, Orders]
- Art Supplies/Equipment
- Athletic Equipment/Supplies
- Automobiles, Auto Supplies/Parts/Service
- Bus Service [Charter]
- Certifications
- Educational/Classroom Supplies
- Film Rentals/Purchase
- Homeland Security
- License Plates (car tags)
- Library Supplies/Equipment
- Lodging
- Musical Instruments/Supplies
- Notary Bonding
- Office Supplies/Machines/Diskettes
- (Miscellaneous Vouchers T-Z)

**ESTERLEY PATTERSON (continued)**
- **Plaques/Awards**
- **Signage**
- **Sponsorships**
- Stamps
- Student Awards/Prizes
- Tickets [plays, resale, games, etc.]
- T-shirts/Novelty Items
- Toner/Printer Cartridges
- Uniforms / Laundering of Lab Coats
- Vehicle Lease/Rental
- (Miscellaneous Vouchers A-F)

**CARMEN DYKES, Accounting Assistant [backed-up by Kelly] – 2239**
- Student Group Travel
- Individual Travel Reimbursements A-Z
- Review of Procurement Card Reconciliation Packets

**NANCY SNOWDEN, Senior Business Services Assistant [backed-up by Jackie] – 6485**
- Contract payments for Professional Services (Individuals – last name starting with A thru Q; Companies first name starting with A thru Z)
- MVR payments

**JACKIE MILLER, Business Services 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 & Costco Cards

**CELIA CURRY, Procurement Services Technician II [backed-up by Jackie] – 1071**
- PO Mailings/Faxing/Scanning
- Requisition Reset/Deletion

**DEMETRICE MITCHELL, Procurement Card Services Supervisor [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)
- Trainer (Procurement Card)