

**PURCHASING DIVISION
Commodity Assignments & Services
Updated July 2009**

CENTRAL PURCHASING OFFICE

Craig Locke
(Reagan Streetman)

Advertising
Agriculture Equipment & Supplies
(Farm Animals, Feed, Seed and Labor)
Awards
Books
Book binding, Manufacturing & Publishing
Blinds & Draperies
Diplomas & Diploma Covers
Fabrics
Farm Equipment (Leasing, Rental and Repair)
Fertilizer
Filing Systems
Flags
Furnishings
Furniture
Jewelry & Watches
Mattresses
Musical Instruments
Music & Music Books
Printing Service
Printing, Typesetting Equipment & Supplies
Promotional Items
Reprints
Shelving
Signage
Theater Equipment & Supplies
Trophies, Plaques & Awards
Venetian Blinds

(Suellen Bowling)

Consulting Services
Memorandum of Agreements
Memorandum of Understandings
Personal Service Contract Management

John Deans
(Leslie Hanich)

Accounting Services
Accreditation
Auditing Services
Banking Service Contracts
Employee Benefits Program
Employee Flexible Spending Account

John Deans
(Continued)

Endowment Investments
Gasoline Credit Card Program (Voyager)
Health Insurance Benefits
Insurance
Legal Services
Procurement Card
Towing Services
Trailers
Vehicles (Equipment & Repairs)
Vehicle Parts & Rental

Joyce Holmberg
(Patricia Stewart)

Audio/Video Equipment, Supplies & Production
Cable Television Services
Computer Equipment Supplies & Software
 Hardware, Memory, Modems
 Peripherals, Printers, Scanners
 Software and Licenses
Computer Maintenance Agreements
Communication Equipment, Supplies & Services
Copyrighted Materials
Document Imaging
Photographic Equipment, Supplies and Services, including Cameras
 Film Clips, Slides, Tapes, etc.
Production Services
Radios, Cell phones, Pagers & Voice mail service
Subscriptions
Telephone

Mike Mudd
(Regina Austin)

PO's/Change orders for Architectural Engineering Contracts
Construction Contracting over \$400K
C.P.M.D. Projects

Naomi Emmons
(Leslie Hanich and
Scott Boggs)

Air Charter Services
Amusement Contracts
Athletic Apparel & Equipment
Clinics, Doctors, Hospital payments
Concessions
Dues & Memberships (Institutional)
Employee Meals and/or Refreshments
Entertainment Agreements
Examination Fees
Exhibit Fees
Flowers for Classroom or official functions
Fund Raising Activities
Guest Expenses
Honorarium Payments
Imprest Cash Fund (Establishment & Reimbursement)
 Medical Services to patients & students
Patient expenses for meals & lodging accommodations

Naomi Emmons
(Continued)

Recruitment expenses
Reimbursements
Refunds to Students and Patients
Registration Fees
Research Subject payments
Royalty Payments
Scholarship grants & payments
Student Awards
Student Payments & Cash Disbursements
Training Supplies & Equipment
Travel Services
Visiting Speaker Payments

Becky Purcell
(Patricia Stewart)

Art Objects
Art Supplies
Beverage Pouring Rights
Bookstore
Bulk/Metered Mail
Carpet/Rugs/Floor covering & Installation
Cash Registers
Copy Equipment and Supplies
Duplicating Equipment
Express Mail Services (Freight)
Food Service Equipment
Food & Catering
Janitorial Supplies & Contract
Lease Agreements/Contracts (All)
Library Equipment
Laundry & Dry Cleaning
Mail Equipment, Services & Supplies
Microfilm Equipment
Office Equipment – (Dictating Machines, Adding Machines
Calculators, Typewriters, Faxes, Copiers)
Office Supplies
Paper Products
Postage Meters & Equipment
Transportation of Commodities
Uniform & Linen Rental & Purchase
Vending

Jim Sutton
(Suellen Bowling)

Air Conditioners & Refrigeration & Services
Air Filters
Asbestos Abatement
Boiler Control Maintenance
Building Materials Hardware Supplies & Services
Coal
Concrete, Masonry Supplies & Installation, Non CPMD
Construction Contracting (PPD, Housing, Agr) Non CPMD
Door Frames & Metal Doors & Installation, Non CPMD
Drafting Equipment
Electric Motors, Parts & Services
Electronic Equipment, Supplies & Services
Electrical Supplies & Supplies
Elevator Maintenance

Jim Sutton
(Continued)

Electrostatic Painting
Equipment Rental
Fire Alarm Equipment, Inspections, Supplies & Services (PPD)
Foam Roofing - PPD
Gasoline (Fuel, Oil & Lubricants)
Glass & Replacement
Hospital Painting
Industrial Plastics
Legislative Review
Lighting Equipment & Supplies
Locks & door closures, including installation
Lumber & Services
Material Handling Equipment, Supplies & Services
Moving Services
Natural Gas
Paint Supplies & Services
Parking Equipment & Services
Plumbing Supplies & Services
Recycling Supplies & Services
Refrigeration Equipment, Supplies & Services
Robotic Equipment, Supplies & Services
Safety Equipment & Supplies
Scrap Materials
Security Equipment, Systems, Supplies & Services
Smoke Detectors & Services
Sprinkler Systems & Inspections (PPD)
Steel & Sheet Metal Supplies & Services
Surveying Equipment, Supplies & Services
Trees, Shrubs, Plants & Landscaping Maintenance
Utilities
Wall Covering Services
Welding Equipment & Supplies

Wendy Brown
(Scott Boggs)

Automatic Analyzers and Supplies
Biological Supplies
Chemicals (Maintenance, Pool, Grounds , Agriculture & Research)
Dry Ice
Gases – Industrial, Bulk, Liquid & Cylinder
Gases – Medical, Patient Care & Sterilizing
Gases – Research, Mixtures & Ultra High
Gases– Propane
Laboratory Animals, Equipment, Supplies & Feed
Laboratory Deionizers
Laboratory Equipment & Supplies (Research & Scientific)
Pest Control Services
Septic Tank/Grease Trap Cleaning
Shredders and Compactors
Tariff & Custom Fees
Water Treatment Supplies & Services
Waste (All)

Reagan Streetman

Chamber of Commerce – Small Business Representative
Contract Supplier Fair Coordinator
Minority & Disadvantage Business Liaison
Newsletter
Space, Rental and Leasing
Training

Leslie Hanich

Audit of University's Procurement Cards
Bid Desk Management
Logging of Requisitions
Price Contract Master Files

HOSPITAL PURCHASING OFFICE

Paul Reister
(Susan Sanslow)

Aero Medical & Ambulance Services
Bulk Liquid Oxygen Contract – Hospital
Capital Equipment – Medical
Cardiac Catherization Supplies & Accessories
Cardiovascular Catheters
Custom Procedure Packs – O.R. & Cath Lab
Forms (Preprinted)
Implants (Hip, Knee, Spinal)
IV's
Medical Instrumentation & Repair
Linens (Hospital)
Novation Agreements
Operating Room Supplies
Special Projects - Hospital
Storage, Records (All)
Suture
Transcription Services (All)

Charlotte Garnett
(John Lynch)

Anesthesia Products
Custom Procedure Packs – Anesthesia
Gloves, Exam & Surgeon
Medical/Surgical Prime Vendor
Medical Surgical Supplies
 Bandages
 Burn Dressings
 Disposable Gowns
 Disposable Packs & Accessories
 Hand Soaps & Lotions
 Needles & Syringes
 Sterile Packaged Items
 Sterilization Products (Wraps)
 Wound Care Dressings
Novation Agreements
Patient Care Supplies
 Diapers – Infant and Adult
 Hygiene Products
 Incontinence Supplies
 Pillows
 Plastic Products
Reprocessing Services – Hospital
Respiratory Products
Specialty Bed Rental – Hospital

Jamie Cox
(Karen McDonald)

Clinical Laboratory Prime Vendor
Dental Equipment, Supplies & Services
Endoscopic Supplies & Accessories
Feeding Pumps & Sets
Hospital Instruments
Imaging Products
Medical Training Aids
Outside Laboratory Testing
Pharmaceuticals (Radio)

Jamie Cox
(Continued)

Physical Therapy/Rehabilitation Products
Radioisotopes
Reagent Rentals
Sterilants & Disinfectants

Margaret Johnson

Capital Equipment
Instruments