

PURCHASING DIVISION
Commodity Assignments & Services
Updated April 13, 2012

CENTRAL PURCHASING OFFICE

Bill Harris

Legislative Review

Denise Finn

Beverage Pouring Rights
Bookstore
Search Firms
Managed Print Services
University Procurement Card

Craig Locke
(Reagan Streetman)

Advertising
Agriculture Equipment & Supplies
(Farm Animals, Feed, Seed and Labor)
Books
Book binding, Manufacturing & Publishing
Blinds & Draperies
Diplomas & Diploma Covers
Fabrics
Farm Equipment (Leasing, Rental and Repair)
Fertilizer
Filing Systems
Furnishings
Furniture
Managed Print Services
(Copy Equipment and Supplies
Duplicating Equipment, Printers , Fax and Scanners)
Mattresses
Musical Instruments
Music & Music Books
Printing Service
Printing, Typesetting Equipment & Supplies
Reprints
Shelving
Theater Equipment & Supplies
Venetian Blinds

(Suellen Bowling)

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

John Deans
(Scott Boggs)

Accounting Services
Accreditation
Air Vehicles (Purchase, Rental and/or Supplies
 Airplanes, Helicopters, Spaceships, etc)
Auditing Services
Banking Service Contracts
Employee Benefits Program
Employee Flexible Spending Account
Endowment Investments
Gasoline Credit Card Program (Voyager)
Health Insurance Benefits
Insurance
Legal Services
Parking Equipment & Services
Towing Services
Trailers
Vehicles (Equipment, Repairs & Services)
Vehicle Parts & Rental

Joyce Holmberg
(Patricia Stewart)

Audio/Video Equipment, Supplies & Production
Cable Television Services
Computer Equipment Supplies & Software
 Hardware, Memory, Modems
 Peripherals, 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 and
Leon Roberts**
(Jeff Bernardo)

Manage the procurement process for projects over \$600,000.
Issue PO's/Change Orders for Architectural Engineering Contracts
Issue Invitation for Bids for General Contractors and Request for
 Proposals that are used to hire the Construction Managers (CM).
Once a CM is hired, the CM and the University issue a joint bid
 package to trade contractors. Once a trade contractor is selected,
 the University issues a change order to the CM's contract and the
 CM awards the work to the trade contractor.
Trade Contractors may include the following work categories:
 Demolition, cranes and hoists, site work, landscaping & irrigation,
 General trades, masonry & stone, concrete slabs, structural steel,
 miscellaneous metals, stairs and glass railings, foam roofing,
 composite metal panels, metal roofing & sheet metal, glass &
 glazing & aluminum storefronts & windows, doors, skylights,
 sealants, frames hardware, finish carpentry, gypsum drywall, cold

Mike Mudd
(Continued)

metal framing and ceilings, ceramic tile, carpet, resilient floor & wood flooring, painting, kitchen equipment, laboratory equipment, elevators, fire protection, mechanical, electrical, communications, telecommunications, integrated audio-video systems, special inspections, pedestrian traffic coating, miscellaneous specialties and final cleaning.

Naomi Emmons
(Leslie Hanich)

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
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

Wendy Brown
(Patricia Stewart)

Art Objects
Art Supplies
Awards
Bulk/Metered Mail
Cash Registers
Express Mail Services (Freight)
Flags
Food Service Equipment
Food & Catering
Janitorial Supplies & Contract
Jewelry & Watches
Library Equipment
Laundry & Dry Cleaning

Wendy Brown
(Continued)

Mail Equipment, Services & Supplies
Microfilm Equipment
Office Equipment – (Dictating Machines, Adding Machines
Calculators and Typewriters)
Office Supplies
Paper Products
Postage Meters & Equipment
Promotional Items
Transportation of Commodities
Trophies, Plaques & Awards
Uniform & Linen Rental & Purchase
Vending

Jim Sutton
(Suellen Bowling
and Scott Boggs)

Air Conditioners & Refrigeration & Services
Air Filters
Asbestos Abatement
Boiler Control Maintenance
Building Materials Hardware Supplies & Services
Carpet/Rugs/Floor covering & Installation
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
Electrostatic Painting
Equipment – Purchase and Rental (Construction and Heavy)
Fire Alarm Equipment, Inspections, Supplies & Services (PPD)
Foam Roofing - PPD
Gasoline (Fuel, Oil & Lubricants)
Glass & Replacement
Hospital Painting
Industrial Plastics
Lighting Equipment & Supplies
Locks & door closures, including installation
Lumber & Services
Material Handling Equipment, Supplies & Services
Moving Services
Natural Gas
Paint Supplies & Services
Plumbing Supplies & Services
Refrigeration Equipment, Supplies & Services
Robotic Equipment, Supplies & Services
Safety Equipment & Supplies
Security Equipment, Systems, Supplies & Services
Signage
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

Becky Purcell
(Leslie Hanich)

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)
Lease Agreements/Contracts (All)
Pest Control Services
Recycling Supplies & Services
Scrap Materials
Septic Tank/Grease Trap Cleaning
Shredders and Compactors
Tariff & Custom Fees
Water Treatment Supplies & Services
Waste (All)

Reagan Streetman

Contract Supplier Fair Coordinator
Minority & Disadvantage Business Liaison
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

Updated April 13, 2012

Paul Reister
(Susan Sanslow)

Any Service Agreement for Healthcare
Capital Equipment – Medical
Medical Training Aids
Pavilion A (New Hospital)
Special Projects - Hospital
Storage, Records (All)
Transcription Services (All)

Da Norm

Cardiac Catherization Supplies & Accessories
Cardiovascular Catheters
Custom Procedure Packs – O.R. & Cath Lab
Endoscopic Supplies & Accessories
Hospital Instruments
Imaging Products
Forms (Preprinted)
Implants (Hip, Knee, Spinal)
IV's
Medical Instrumentation & Repair
Novation Agreements
Operating Room Supplies
Radioisotopes
Sterilants & Disinfectants
Suture

Debbie Riggs

Anesthesia Products
Clinical Laboratory Prime Vendor
Dental
Dental Equipment, Supplies & Services
Feeding Pumps & Sets
Gloves, Exam & Surgeon
Lab
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
Outside Laboratory Testing
Patient Care Supplies
Diapers – Infant and Adult
Hygiene Products
Incontinence Supplies
Pillows
Plastic Products
Physical Therapy/Rehabilitation Products
Reagent Rentals
Reprocessing Services – Hospital
Respiratory Products
Specialty Bed Rental – Hospital