

**PURCHASING DIVISION**  
**Commodity Assignments & Services Updated December 17, 2018**  
Sorted By Commodity or Responsibility Area

**A**

Accounting Services	Becky Purcell
Accreditation	Becky Purcell
Advertising (Print, Radio, Employment, Billboards, Exhibit Fees, Space, etc.)	Debbie Konichek
Agriculture Equipment & Supplies (Farm Animals, Feed, Seed and Labor)	Debbie Konichek
Air Charter Services	Naomi Emmons
Air Conditioners & Refrigeration Equipment, Supplies, & Services	Jim Sutton
Air Filters	Matt Spalding
Air Vehicles (Purchase, Rental and/or Supplies, Airplanes, Helicopters, Drones, etc.)	Becky Purcell
All Healthcare NB Requisitions	(Vacant)
All Healthcare SRM shopping carts	(Vacant)
Amusement Contracts & Entertainment Agreements	Wendy Brown
Anesthesia Products	Deb Bradford
Any Healthcare Service Agreement	Paul Reister
Architectural/Engineering Contracts	Mike Mudd
Art Objects, Supplies, & Services	Wendy Brown
Asbestos Abatement	Jim Sutton
Asphalt	Jim Sutton
Assists Contracting Officers	James Younce
Assists Contracting Officers	Mickenzie Fugal
Assists Contracting Officers	Randy Bartley
Assists Contracting Officers	Suellen Bowling
Athletic Apparel & Equipment	Naomi Emmons
Auctioneer Services	Becky Purcell
Audio/Video Equipment, Supplies & Production Services	Wendy Brown

Audit of University's Procurement Cards	<b>Crisann McCloy</b>
Auditing Services	<b>Becky Purcell</b>
Automatic Analyzers and Supplies	<b>Nicole Smith</b>
Awards, Trophies, Plaques	<b>Debbie Konichek</b>

**B**

Banking Service Contracts (University Procurement Card)	<b>Becky Purcell</b>
Bid Desk Management	<b>James Younce</b>
Biological Supplies	<b>Nicole Smith</b>
Blinds & Draperies	<b>Becky Purcell</b>
Boiler Control Maintenance	<b>Jim Sutton</b>
Books, Printed Binding, Book Manufacturing, Publishing, Reprints	<b>Debbie Konichek</b>
Building Materials, Hardware, Supplies & Services	<b>Matt Spalding</b>
Business Procedures Manual Updates	<b>Jody Reed</b>

**C**

Capital Equipment (Medical)	<b>(Vacant)</b>
Cardiac Cauterization Supplies & Accessories	<b>Kate LaBoone</b>
Cardiovascular Catheters	<b>Kate LaBoone</b>
Carpet/Rugs/Floor Covering & Installation	<b>Matt Spalding</b>
Catering (Including Employee Meals and/or Refreshments)	<b>Wendy Brown</b>
Chemicals (Maintenance, Pool & Grounds)	<b>Nicole Smith</b>
Clinical Laboratory Prime Vendor	<b>Josh Descoteaux</b>
Clinics, Doctors & Hospital payments	<b>Naomi Emmons</b>
Coal	<b>Jim Sutton</b>
Collection Services	<b>Becky Purcell</b>
Communication Equipment, Supplies & Services (Radios, Cell Phones, Pagers & Voicemail Equipment)	<b>Wendy Brown</b>
Computer Equipment Supplies & Software (Hardware, Memory, Peripherals, Software Agreements and Licenses, iPads, Kindles, etc.)	<b>Joyce French</b>
Computer Maintenance Agreements	<b>Joyce French</b>

Concessions	<b>Wendy Brown</b>
Concrete, Masonry Supplies & Installation	<b>Jim Sutton</b>
Construction (CPMD)	<b>Jim Sutton</b>
Construction Contracting	<b>Suellen Bowling</b>
Construction Contracting (PPD, Housing, Agr) (Non CPMD)	<b>Jim Sutton</b>
Construction Contracting (PPD, Housing, Agr) (Non CPMD)	<b>Matt Spalding</b>
Construction Manager Contracts	<b>Mike Mudd</b>
Construction Projects	<b>Mike Mudd</b>
Consulting Services	<b>Suellen Bowling</b>
Contract Renewals	<b>Randy Bartley</b>
Copyrighted Materials	<b>Joyce French</b>
Custom Procedure Packs - OR & Cath Lab	<b>Kate LaBoone</b>

**D**

Data and Spend Analytics	<b>Crisann McCloy</b>
Dental	<b>Josh Descoteaux</b>
Diplomas & Diploma Covers	<b>Debbie Konichek</b>
Disinfectants & Sterilants	<b>Kate LaBoone</b>
Document Imaging (UK Plan Room)	<b>Jim Sutton</b>
Door Frames, Metal Doors & Installation	<b>Matt Spalding</b>
Drafting Equipment	<b>Nicole Smith</b>
Dry Ice	<b>Nicole Smith</b>
Dues & Memberships (Institutional)	<b>Debbie Konichek</b>
Duties of Receptionist (Mail, Greeting Visitors, etc.)	<b>Mickenzie Fugal</b>

**E**

Editing, Writing, and Proofreading Services	<b>Debbie Konichek</b>
Electric Motors, Parts & Services	<b>Matt Spalding</b>
Electrical Supplies & Services	<b>Matt Spalding</b>

Electronic Reading Materials (e-Books, Magazines, Periodicals, etc.)	<b>Joyce French</b>
Elevator Maintenance	<b>Jim Sutton</b>
Employee Benefits Program-Flexible Spending Account	<b>Becky Purcell</b>
Endoscopic Supplies & Accessories	<b>Kate LaBoone</b>
Endowment Investments	<b>Becky Purcell</b>
Enterprise Applications Group (EAG) Liasion	<b>Craig Locke</b>
Equipment – Purchase and Rental (Construction and Heavy) & Material Handling	<b>Jim Sutton</b>
Examination Fees	<b>Debbie Konichek</b>

**F**

Fabric	<b>Becky Purcell</b>
Farm Equipment (Leasing, Rental and Repair)	<b>Debbie Konichek</b>
Feeding Pumps & Sets	<b>Deb Bradford</b>
Fertilizer	<b>Debbie Konichek</b>
Filing Systems	<b>Becky Purcell</b>
Fire Alarm Equipment, Inspections, Supplies & Services (PPD)	<b>Jim Sutton</b>
Fitness & Recreation Equipment	<b>Wendy Brown</b>
Flags	<b>Debbie Konichek</b>
Flowers for Classroom (For Official Functions)	<b>Naomi Emmons</b>
Food Catering Equipment	<b>Wendy Brown</b>
Forms, Healthcare (preprinted)	<b>Paul Reister</b>
Furniture & Furnishings	<b>Becky Purcell</b>

**G**

Gases – Industrial, Bulk, Liquid & Cylinder	<b>Nicole Smith</b>
Gases – Medical, Patient Care & Sterilization	<b>Nicole Smith</b>
Gases – Propane	<b>Nicole Smith</b>
Gases – Research, Mixtures & Ultra High	<b>Nicole Smith</b>
Gasoline (Fuel, Oil & Lubricants)	<b>Becky Purcell</b>

Gasoline Credit Card Program (Voyager)	<b>Becky Purcell</b>
Glass & Replacement Services	<b>Matt Spalding</b>
Gloves, Exam & Surgeon	<b>Deb Bradford</b>
Golf Carts-Repair, Services & Rental	<b>Becky Purcell</b>
Guest Expenses	<b>Wendy Brown</b>

**H**

Health Insurance Benefits	<b>Becky Purcell</b>
Honoraria Payments	<b>Naomi Emmons</b>
Hospital Instruments	<b>Kate LaBoone</b>

**I**

Imaging Products	<b>Kate LaBoone</b>
Implants (Hip, Knee, Spine)	<b>Kate LaBoone</b>
Imprest Cash Fund (Establishment & Reimbursement)	<b>Naomi Emmons</b>
Insurance	<b>Becky Purcell</b>
Interpreters (Hearing Impaired)	<b>Debbie Konichek</b>
Interviews	<b>Debbie Konichek</b>
IVs	<b>Kate LaBoone</b>

**I**

Janitorial Supplies & Services, Cleaning Services	<b>Wendy Brown</b>
Jewelry & Watches	<b>Debbie Konichek</b>
Judges (Contests)	<b>Debbie Konichek</b>

**K**

**L**

Laboratory Animals, Equipment, Supplies & Feed	<b>Nicole Smith</b>
Laboratory Equipment & Supplies (Research & Scientific)	<b>Nicole Smith</b>
Laundry & Dry Cleaning	<b>Wendy Brown</b>
Leases (All Types)	<b>Becky Purcell</b>

Legal Services	<b>Becky Purcell</b>
Lighting Equipment & Supplies	<b>Matt Spalding</b>
Locks, Door Closers, & Related Services	<b>Matt Spalding</b>
Logging of Requisitions	<b>James Younce</b>
Logging of Requisitions	<b>Jody Reed</b>
Logging of Requisitions	<b>Suellen Bowling</b>
Lumber & Millwork Services	<b>Matt Spalding</b>

**M**

Mail, Bulk/Metered (Postage Equipment, Services, Supplies, & Express)	<b>Wendy Brown</b>
Mailing Lists	<b>Debbie Konichek</b>
Managed Print Services (Copy Equipment and Supplies, Duplicating Equipment, Printers and Scanners)	<b>Kenneth Scott</b>
Materials (SAP) Master Data Administrator	<b>Jody Reed</b>
Materials (SAP) Master Data (Backup Support)	<b>Craig Locke</b>
Mattresses	<b>Becky Purcell</b>
Medical Instrumentation & Repair	<b>Kate LaBoone</b>
Medical Services (Patients & Students)	<b>Naomi Emmons</b>
Medical Training Aides	<b>Paul Reister</b>
Medical/Surgical Prime Vendor	<b>Deb Bradford</b>
Memoranda of Agreement	<b>Suellen Bowling</b>
Memoranda of Understanding	<b>Suellen Bowling</b>
Minority & Disadvantage Business Liaison	<b>Becky Purcell</b>
Moving & Relocation Services	<b>Wendy Brown</b>
Multi-Media Rights (Beverage Pouring Rights)	<b>Naomi Emmons</b>
Music, Music Books, & Digital Music	<b>Debbie Konichek</b>
Musical Instruments	<b>Debbie Konichek</b>

**N**

Natural Gas	<b>Jim Sutton</b>
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Newsletters	<b>Craig Locke</b>
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**Q**

Office Supplies & Office Equipment	<b>Debbie Konichek</b>
OR Supplies	<b>Kate LaBoone</b>
Outside Laboratory Testing	<b>Josh Descoteaux</b>

**P**

Paint Supplies & Services	<b>Matt Spalding</b>
Paper Products	<b>Wendy Brown</b>
Parking Equipment & Services (Garage Gates and Bars)	<b>Becky Purcell</b>
Patient Care Supplies-Diapers, Hygiene, Incontinence, Pillows	<b>Deb Bradford</b>
Patient Expenses For Meals & Lodging Accommodations	<b>Naomi Emmons</b>
Per Diem Contracts	<b>Mike Mudd</b>
Personal Service Contract Management	<b>Suellen Bowling</b>
Pest Control Services	<b>Nicole Smith</b>
Photographic Equipment, Supplies and Services (including Cameras, Film Clips, Slides, Tapes, etc.)	<b>Wendy Brown</b>
Photography	<b>Wendy Brown</b>
Physical Therapy Products	<b>Deb Bradford</b>
Plastics, Healthcare	<b>Deb Bradford</b>
Plumbing Supplies & Services	<b>Matt Spalding</b>
Price Contract Master Files	<b>James Younce</b>
Printing Services (External: Brochures, Stationery, etc.)	<b>Debbie Konichek</b>
Procurement Training Materials	<b>Craig Locke</b>
Promotional Items, Including T-Shirts	<b>Debbie Konichek</b>

**Q**

**R**

Radioisotopes	<b>Paul Reister</b>
Reagent Rentals	<b>Josh Descoteaux</b>

Recruitment	<b>Debbie Konichek</b>
Recycling Supplies & Services	<b>Nicole Smith</b>
Refunds to Students and Patients	<b>Naomi Emmons</b>
Registration Fees	<b>Debbie Konichek</b>
Rental of Equipment – Tents, Loader, Bobcat, Lifts, Cherry Pickers, Storage Units, etc.	<b>Jim Sutton</b>
Reprocessing Services-Hospital	<b>Deb Bradford</b>
Research Subject Payments	<b>Nicole Smith</b>
Respiratory Products	<b>Deb Bradford</b>
Robotic Equipment, Supplies & Services	<b>Nicole Smith</b>
Roofing	<b>Jim Sutton</b>
Royalty Payments	<b>Debbie Konichek</b>

**S**

Safety & Security Equipment, Systems, Supplies & Services	<b>Matt Spalding</b>
Scholarship Grants & Payments	<b>Naomi Emmons</b>
Scrap Materials	<b>Nicole Smith</b>
Search Firms	<b>Becky Purcell</b>
Septic Tank/Grease Trap & Kitchen Hood Cleaning	<b>Jim Sutton</b>
Shelving	<b>Becky Purcell</b>
Shredders & Compactors Surveying Equipment	<b>Nicole Smith</b>
Signage	<b>Jim Sutton</b>
Space Rental and Leasing	<b>Becky Purcell</b>
Speakers and Lecturers	<b>Wendy Brown</b>
Special Projects	<b>Craig Locke</b>
Special Projects	<b>Paul Reister</b>
Specialty Bed Rental	<b>Paul Reister</b>
Sports Camp Instructors	<b>Naomi Emmons</b>
Sprinkler, Fire Alarm, and Smoke Detectors Systems & Inspections	<b>Jim Sutton</b>



SRM Help & E-Procurement	<b>Craig Locke</b>
Steel & Sheet Metal Supplies & Services	<b>Jim Sutton</b>
Storage Records	<b>Paul Reister</b>
Strategic Sourcing	<b>Kenneth Scott</b>
Student Awards	<b>Naomi Emmons</b>
Student Payments & Cash Disbursements	<b>Naomi Emmons</b>
Subscriptions For Printed Materials (Non-electronic)	<b>Debbie Konichek</b>
Subscriptions, Electronic (Non-printed)	<b>Joyce French</b>
Surveys	<b>Debbie Konichek</b>
Sutures	<b>Kate LaBoone</b>

**T**

Tariff & Custom Fees	<b>Nicole Smith</b>
Television Services (Cable & Conventional)	<b>Wendy Brown</b>
Terms and Conditions Updates	<b>Jody Reed</b>
Theater Equipment & Supplies	<b>Wendy Brown</b>
Tools	<b>Matt Spalding</b>
Towing Services	<b>Becky Purcell</b>
Trailers	<b>Becky Purcell</b>
Training Equipment, Supplies & Services	<b>Wendy Brown</b>
Transcription Services	<b>Paul Reister</b>
Transportation of Commodities (Freight)	<b>Wendy Brown</b>
Transportation Services (Taxis, Ambulances, Limos, Bus, etc.)	<b>Becky Purcell</b>
Travel Services	<b>Wendy Brown</b>
Trees, Shrubs, Plants (indoor plant care) & Landscaping Maintenance	<b>Jim Sutton</b>

**U**

Uniform & Linen Rental & Purchase	<b>Wendy Brown</b>
University Bookstore	<b>Naomi Emmons</b>

University Golf Club	<b>Naomi Emmons</b>
Utilities	<b>Jim Sutton</b>

**V**

Vehicle Parts	<b>Becky Purcell</b>
Vehicles & Related Equipment, Repairs, & Services	<b>Becky Purcell</b>
Vending & Coke	<b>Wendy Brown</b>
Vendor Master Data Administrator	<b>Jody Reed</b>
Vendor Master Data (Backup Support)	<b>Craig Locke</b>

**W**

Wall Covering Services	<b>Matt Spalding</b>
Waste (All)	<b>Nicole Smith</b>
Water Treatment Supplies & Services	<b>Jim Sutton</b>
Web Page	<b>Jody Reed</b>
Web Page Support	<b>Craig Locke</b>
Welding Equipment & Supplies	<b>Jim Sutton</b>
Workout Equipment & Supplies	<b>Wendy Brown</b>
Workshop & Conference	<b>Wendy Brown</b>

**XYZ**

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