

Procurement Services
Buyer Commodity Assignments
(effective 01-05-2017)

<u>Commodity/Department/Customer Group</u>	<u>Commodity Team Member(s)*</u>
A/V (Audio-Video) Equipment/Services	Ken/Todd
Academic (requests that do not fall under other categories)	Joe
Accounting	Ken/Todd
Advertising	Stephanie/Jackie
Alarm/Protection Equipment & Services	Stephanie/Jackie
Ammunition	Stephanie/Jackie
Animal-related Purchases	Joe
Annuity	Joe
Apparel	Stephanie/Jackie
Appliances/Household	Stephanie/Jackie
Armored Courier Services	Stephanie/Jackie
Art/Photos	Stephanie/Jackie
Athletic Equipment/Services	Stephanie/Jackie
Athletics	Stephanie/Jackie
Auditing Services	Ken/Todd
Automotive	Ken/Todd
Auxiliaries	Joe
Awards - Student	Stephanie/Jackie
Bank Charges	Joe
Biological/Biomedical Supplies	Joe
Books	Joe
Bookstore	Joe
Bottled Water	Joe
Building/Grounds	Stephanie/Jackie
Bulk Mail Service	Stephanie/Jackie
Bus Services	Stephanie/Jackie
Business Agreements	Varies per commodity & complexity
Business and Financial Services	Ken/Todd
Business Cards	Stephanie/Jackie
Cable & Installation	Stephanie/Jackie
Carpentry	Stephanie/Jackie
Carpet/Upholstery Cleaning	Stephanie/Jackie
Cash Registers	Ken/Todd
CatBuy HelpDesk	Stephanie/Jackie
Catering	Jackie/Kristi
Cell Phones	Ken/Todd
Central Plant Equipment/Services	Stephanie/Jackie
CEP	Kristi
Chancellor's Office	Karen
Chemicals & Compounds	Joe
China, Silver, Glassware	Joe
Cleaning/Custodial	Stephanie/Jackie

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Clothing/Uniforms	Stephanie/Jackie
Communications	Ken/Todd
Computer Hardware & Software	Ken/Todd
Conference/Space (off campus)	Stephanie/Jackie
Consultants/Independent Contractors	Varies per commodity & complexity
Contracted Personnel	Stephanie/Jackie
Controlled Substances	Joe/Kristi
Copiers - Copy Services	Stephanie/Jackie
Custodial/Cleaning	Stephanie/Jackie
Demurrage	Joe
Dining	Joe
Document Destruction	Joe
Donations/Contributions	Joe
Editing/Editorial Services	Stephanie/Jackie
EH&S	Joe
Electrical Hardware/Services	Stephanie/Jackie
Electronic Databases & Services	Ken/Todd
Electronic Media (Radio/TV)	Stephanie/Jackie
Elevator Equipment/Services	Stephanie/Jackie
Engineering Equipment	Joe
Entertainment/Travel	Stephanie/Jackie
Environmental	Joe
Equipment Disposal	Joe
Events	Stephanie/Jackie
Explosives/Firearms	Stephanie/Jackie
Fabrication (Scientific)	Joe
Fabrication (Technology)	Ken/Todd
Facilities Equipment/Services	Stephanie/Jackie
Faculty/Academia	Joe
Fax/Office Equipment	Stephanie/Jackie
Fertilizers/Pesticides	Joe
Fire/Safety Equipment/Services	Joe
Firearms/Explosives	Stephanie/Jackie
Fixtures/Furniture	Stephanie/Jackie
Fleet	Ken/Todd
Floor Coverings (carpet/tile/vinyl)	Stephanie/Jackie
Food & Beverage	Joe
Freight	Stephanie/Jackie
Fuel/Lubricants	Joe
Fumehoods	Joe
Furniture/Fixtures	Stephanie/Jackie
Gases/Cylinders & Supplies	Joe

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Generators	Joe
Graphic Design Services	Stephanie/Jackie
Guest Lecturers	Stephanie/Jackie
Hardware/Plumbing/Building Materials	Stephanie/Jackie
Hazardous Materials/Waste/Services	Joe
Healthcare Equipment & Services	Joe
Honoraria	Kristi
Hotels/Conference Services	Stephanie/Jackie
HR/Labor-related Services	Ken/Todd
Human Resources	Stephanie/Jackie
HVAC	Stephanie/Jackie
Import/Export Services	Joe
Independent Contractors/Consultants Agreements	Varies per commodity & complexity
Information Technology	Ken/Todd
Insurance	Stephanie/Jackie
Janitorial Services & Supplies	Stephanie/Jackie
Lab Animals & Related Products	Joe
Laboratory Testing/Services/Supplies	Joe
Labor-related/HR Services	Ken/Todd
Lamps/Bulbs/Lighting	Stephanie/Jackie
Landscape Services/Supplies	Stephanie/Jackie
Laundry Services	Stephanie/Jackie
Leases/Equipment	Joe
Legal Services	Ken/Todd
Letterhead/Stationary	Stephanie/Jackie
Licenses (Non-IT)/Certificates/Permits	Joe
Lighting Fixtures	Stephanie/Jackie
Linen & Bedding	Stephanie/Jackie
Literary Supplies	Joe
Loan Payments & Taxes	Stephanie/Jackie
Mail/Messenger Services	Stephanie/Jackie
Maintenance - Computers	Ken/Todd
Maintenance - Facilities	Stephanie/Jackie
Maintenance - Lab Equipment	Joe
Maintenance - Medical Equipment	Joe
Medical Equipment/Services/Supplies	Joe
Memberships	Kristi
Microscopes	Joe
Modular Trailers/Buildings	Stephanie/Jackie
Moving/Relocation Services	Joe
MRO (Maintenance/Repair/Operations)	Stephanie/Jackie
Musical Instruments & Services	Joe

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<u>Commodity/Department/Customer Group</u>	<u>Commodity Team Member(s)*</u>
Network Computer Systems	Ken/Todd
Network Telecommunications Systems	Ken/Todd
Office Equipment	Stephanie/Jackie
Office Supplies	Stephanie/Jackie
Packaging/Containers	Stephanie/Jackie
Paints & Abrasives	Stephanie/Jackie
Paper - Janitorial	Stephanie/Jackie
Paper - Office	Stephanie/Jackie
Parking /Valet Services	Stephanie/Jackie
Parking Control Equipment	Stephanie/Jackie
Parking Permits/Printing	Stephanie/Jackie
Parking Ticket Writers/Software	Ken/Todd
Party Rentals	Stephanie/Jackie
Payroll	Ken/Todd
PCard Program (Mgmt/Admin/Orders)	Stephanie/Jackie/Kristi
Performance Agreements	Jackie/Kristi
Permits (Facilities-related)	Stephanie/Jackie
Pest Control/Extermination Services	Stephanie/Jackie
Pharmaceuticals	Joe
Photographic Equipment/Services/Supplies	Ken/Todd
Planning Contracts	Stephanie/Ken
Plaques/Donor Walls	Stephanie/Jackie
Plumbing	Stephanie/Jackie
Police Equipment & Services	Stephanie/Jackie
Printing	Stephanie/Jackie
Professional Service Agreements (not falling under other categories)	Ken/Todd
Professional Service Agreements	Varies per commodity & complexity
Promotional Items	Joe/Jackie
Protection/Alarm Equipment & Services	Stephanie/Jackie
Public Safety	Stephanie/Jackie
Radioactive Materials	Joe
Record Storage Services	Joe
Recycling	Joe
Refrigeration/Freezer Equipment	Joe
Refuse Disposal	Stephanie/Jackie
Relocation Services	Joe
Reprographics Services	Joe
Restaurant Equipment & Accessories	Joe
Retail	Joe
Re-upholstery	Stephanie/Jackie
Royalties	Joe
SBDC	Ken/Todd

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Scientific	Joe
Security/Safety Services & Equipment	Stephanie/Jackie
Shelving	Stephanie/Jackie
Shuttle services	Stephanie/Jackie
Signage	Stephanie/Jackie
Signal & Alarm Systems	Stephanie/Jackie
Software Development Agreements	Ken/Todd
Software License Agreements (SLAs), including Renewals	Ken/Todd/Kristi
Space Rentals/Leases	Stephanie/Jackie
Speakers	Kristi
Stationary/Letterhead	Stephanie/Jackie
Stipends	Kristi
Strategic Sourcing Program	Varies per commodity & complexity
Student Services	Stephanie/Jackie
Sub-awards/Sub-agreements	Kristi
Subscriptions	Kristi
Sundries	Joe
Surveys	Joe
Tax Services	Ken/Todd
Technology	Ken/Todd
Telecommunications Equipment/Services	Ken/Todd
Temporary Personnel	Stephanie/Jackie
Training/Tests	Stephanie/Jackie
Transcription Services	Stephanie/Jackie
Transportation	Stephanie/Jackie
Travel/Entertainment	Stephanie/Jackie
Uniforms/Clothing	Stephanie/Jackie
University Relations	Ken/Todd
Utilities	Stephanie/Jackie
Vehicles	Ken/Todd
Veterinary Equipment	Joe
Vice Chancellors	Karen
Video Production Services	Ken/Todd
Video-Audio Equipment/Services	Ken/Todd
Waste/Refuse Removal	Joe
Water Treatment (Facilities)	Stephanie/Jackie
Website Design	Ken/Todd
Word Processing	Stephanie/Jackie

* Jackie Mendez x4669, Joe Hebert x4084, Karen Meade x4611, Ken Masasso x4493, Kristi Morales x 2437, Stephanie Zuniga x4085, Todd Harris x4643