

Procurement Services Commodity Assignments

(effective 03-15-2016)

Commodity/Department/Customer Group	Commodity Team Member(s)
A/V (Audio-Vidio) Equipment/Services	Ken/Todd
Academic (requests that do not fall under other categories)	Terry
Accounting	Ken/Todd
Advertising	Stephanie/Jackie
Alarm/Protection Equipment & Services	Stephanie/Jackie
Ammunition	Stephanie/Jackie
Animal-related Purchases	Terry
Annuity	Terry
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	Terry
Awards - Student	Stephanie/Jackie
Bank Charges	Terry
Biological/Biomedical Supplies	Terry
Books	Kristi
Bookstore	Terry
Bottled Water	Terry
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	Terry
Cell Phones	Ken/Todd
Central Plant Equipment/Services	Stephanie/Jackie
CEP	Ken/Todd
Chancellor's Office	Karen
Chemicals & Compounds	Terry
China, Silver, Glassware	Terry

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Commodity/Department/Customer Group	Commodity Team Member(s)
Cleaning/Custodial	Stephanie/Jackie
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	Terry
Copiers - Copy Services	Stephanie/Jackie
Custodial/Cleaning	Stephanie/Jackie
Demurrage	Terry
Dining	Terry
Document Destruction	Terry
Donations/Contributions	Terry
Editing/Editorial Services	Stephanie/Jackie
EH&S	Terry
Electrical Hardware/Services	Stephanie/Jackie
Electronic Databases & Services	Ken/Todd
Electronic Media (Radio/TV)	Stephanie/Jackie
Elevator Equipment/Services	Stephanie/Jackie
Engineering Equipment	Terry
Entertainment/Travel	Stephanie/Jackie
Environmental	Terry
Equipment Disposal	Terry
Events	Stephanie/Jackie
Explosives/Firearms	Stephanie/Jackie
Fabrication	Terry
Facilities	Stephanie/Jackie
Facilities Equipment/Services	Stephanie/Jackie
Faculty/Academia	Terry
Fax/Office Equipment	Stephanie/Jackie
Fertilizers/Pesticides	Terry
Fire/Safety Equipment/Services	Terry
Firearms/Explosives	Stephanie/Jackie
Fixtures/Furniture	Stephanie/Jackie
Fleet	Ken/Todd
Floor Coverings (carpet/tile/vinyl)	Stephanie/Jackie
Food & Beverage	Terry
Freight	Stephanie/Jackie
Fuel/Lubricants	Terry
Fumehoods	Terry

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Commodity/Department/Customer Group	Commodity Team Member(s)
Furniture/Fixtures	Stephanie/Jackie
Gases/Cylinders & Supplies	Terry
Generators	Terry
Graphic Design Services	Stephanie/Jackie
Guest Lecturers	Stephanie/Jackie
Hardware/Plumbing/Building Materials	Stephanie/Jackie
Hazardous Materials	Terry
Hazardous Waste Materials/Services	Terry
Healthcare Equipment & Services	Terry
Honoraria	Kristi
Hotels/Conference Services	Stephanie/Jackie
HR/Labor-related Services	Ken/Todd
Human Resources	Stephanie/Jackie
HVAC	Stephanie/Jackie
Import/Export Services	Terry
Independent Contractors/Consultants Agreements	Varies per commodity & complexity
Information Technology	Ken/Todd
Information Technology	Ken/Todd
Insurance	Stephanie/Jackie
Janitorial Services & Supplies	Stephanie/Jackie
Lab Animals & Related Products	Terry
Laboratory Testing/Services/Supplies	Terry
Labor-related/HR Services	Ken/Todd
Lamps/Bulbs/Lighting	Stephanie/Jackie
Landscape Services/Supplies	Stephanie/Jackie
Laundry services	Stephanie/Jackie
Leases/Equipment	Terry
Legal Services	Ken/Todd
Letterhead/Stationary	Stephanie/Jackie
Licenses (Non-IT)/Certificates/Permits	Terry
Lighting Fixtures	Stephanie/Jackie
Linen & Bedding	Stephanie/Jackie
Literary Supplies	Terry
Loan Payments & Taxes	Stephanie/Jackie
Mail/Messenger Services	Stephanie/Jackie
Maintenance - Computers	Ken/Todd
Maintenance - Facilities	Stephanie/Jackie
Maintenance - lab equipment	Terry
Maintenance - medical equipment	Terry
Medical Equipment/Services/Supplies	Terry
Memberships	Kristi

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Commodity/Department/Customer Group	Commodity Team Member(s)
Microscopes	Terry
Modular Trailers/Buildings	Stephanie/Jackie
Moving/Relocation Services	Terry
MRO (Maintenance, Repair, and Operations)	Stephanie/Jackie
Musical Instruments & Services	Terry
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
PCard Program (Mgmt/Admin/Orders)	Terry/Jackie/Kristi
Performance Agreements	Jackie/Kristi
Permits (Facilities-related)	Stephanie/Jackie
Pest Control/Extermination Services	Stephanie/Jackie
Pharmaceuticals	Terry
Photographic Equipment/Services/Supplies	Terry
Planning Contracts	Stephanie/Ken
Plaques/Donor Walls	Stephanie/Jackie
Plumbing	Stephanie/Jackie
Police Equipment & Services	Stephanie/Jackie
Printing	Stephanie/Jackie
Professional Service Agmts (that do not fall under other categories)	Ken/Todd
Professional Service Agreements - Non-construction	Varies per commodity & complexity
Professional Services	Varies per commodity & complexity
Promotional Items	Terry/Jackie
Protection/Alarm Equipment & Services	Stephanie/Jackie
Public Safety	Stephanie/Jackie
Radioactive Materials	Terry
Record Storage Services	Terry
Recycling	Terry
Refrigeration/Freezer Equipment	Terry
Refuse Disposal	Stephanie/Jackie
Relocation Services	Terry

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Commodity/Department/Customer Group	Commodity Team Member(s)
Reprographics Services	Terry
Restaurant Equipment & Accessories	Terry
Retail	Terry
Re-upholstery	Stephanie/Jackie
Royalties	Terry
SBDC	Ken/Todd
Sciences	Terry
Scientific	Terry
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)	Ken/Todd
Software License 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
Subagreements	Kristi
Sub-awards/Sub-agreements	Kristi
Subscriptions	Kristi
Sundries	Terry
Surveys	Terry
Tax Services	Ken/Todd
Technology	Ken/Todd
Telecom	Ken/Todd
Telecommunications Equipment	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	Terry

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Commodity/Department/Customer Group	Commodity Team Member(s)
Vice Chancellors	Karen
Video Production Services	Ken/Todd
Video-Audio Equipment/Services	Ken/Todd
Waste/Refuse Removal	Terry
Water Treatment (Facilities)	Stephanie/Jackie
Website Design	Ken/Todd
Word Processing	Stephanie/Jackie