

# DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION

**Mark D. Scott**  
Cabinet Secretary  
Department of Administration

**Jennifer Fields**  
Administrative Secretary

**Samantha Willis**  
Director/General Counsel  
Purchasing Division

**Samantha Knapp**  
Deputy Director  
Purchasing Division

## Acquisitions and Contract Administration Section

**Frank Whittaker**  
Administrative Services  
Manager 3

## Program Services Section

### Travel Management

**Tina Desmond**  
Administrative Services  
Manager 3

**Michelle Barnes**  
Administrative Services  
Manager 1

## Communication and Training Section

**Samantha Knapp**  
Administrative Services  
Manager 3

## Business and Technical Services Section

**Greg Clay**  
Administrative Services  
Manager 3

### Acquisitions Unit

### Contract Management Unit

**Fixed Assets**  
**Wendy Petry**  
Administrative Services Assistant 1

**Matt Harper**  
Supervisor 3

### Federal Property Program

### Communication & Professional Development

**Krista Chadband**  
Secretary 1

### Technical Services

### Support Services

**Tara Lyle**  
Buyer Supervisor  
**Melissa Pettrey**  
Senior Buyer  
**Crystal Huestead**  
Senior Buyer  
**Larry McDonnell**  
Senior Buyer

**Josh Hager**  
Buyer Supervisor  
**John Estep**  
Senior Buyer  
**David Pauline**  
Senior Buyer  
**Vacant**  
Buyer

**Mark Atkins**  
Buyer Supervisor  
**Vacant**  
Senior Buyer  
**Toby Welch**  
Senior Buyer  
**Brandon Barr**  
Buyer  
**Vacant**  
Purchasing Assistant

**Shane Hall**  
State Purchasing Contracts Manager  
**Mitzie Howard**  
Inspector 3  
**Jason Thompson**  
Inspector 2  
**Samantha Chaney**  
Inspector 1  
**Bob Ross**  
Inspector 2  
**Vacant**  
Inspector 3

**Vehicle Section**  
**Vacant**  
Inventory Control Associate  
**Franklin Sisson**  
Office Assistant 2

**Warehouse Section**  
**Cheryl Cohen**  
Inventory Control Associate  
**Jason Hays**  
Driver 3  
**Tim Miller**  
Mechanic 2  
**David Botkins**  
Driver 2  
**Nicholas Downs**  
Laborer

**Administrative Services**  
**Dana Hoffman**  
Procurement Specialist

**Federal Warehouse**  
**William Pierce**  
Inventory Control Associate

**Courtney Johnson**  
Administrative Services Manager 1  
**Teresa Cutlip**  
Public Information Specialist 2  
**Jessica L. Chambers**  
Public Information Specialist 2

**Mark Totten**  
Administrative Services Manager 2  
**Alisha Pettit**  
Programmer Analyst 1  
**Vacant**  
Administrative Services Assistant 1  
**Angelina Villanueva**  
Office Assistant 3

**Vacant**  
Supervisor 1  
**Cody Rose**  
Imaging Operator 2  
**Kathryn Bell**  
Office Assistant 2  
**Christopher Seckman**  
Office Assistant 2  
**Vacant**  
Office Assistant 2