

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

**Acquisitions Unit**

**Tara Lyle**  
Buyer  
Supervisor

**Melissa Pettrey**  
Senior Buyer

**Crystal Hustedad**  
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

**Contract  
Management  
Unit**

**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

**Program Services Section**

**Travel  
Management**

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

**Tina Desmond**  
Administrative Services  
Manager 3

**Matt Harper**  
Supervisor 3

**State Surplus Property  
Program**

**Vehicle Section**

**Franklin Sisson**  
Inventory Control  
Associate

**Vacant**  
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

**Vacant**  
Administrative  
Services Manager 1

**Federal Property  
Program**

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

**Federal  
Warehouse**

**William Pierce**  
Inventory Control  
Associate

**Communication and  
Training Section**

**Samantha Knapp**  
Administrative Services  
Manager 3

**Communication  
& Professional  
Development**

**Courtney Johnson**  
Administrative Services  
Manager 1

**Teresa Cutlip**  
Public Information  
Specialist 2

**Jessica L. Chambers**  
Public Information  
Specialist 2

**Krista Chadband**  
Secretary 1

**Business and Technical  
Services Section**

**Greg Clay**  
Administrative Services  
Manager 3

**Technical  
Services**

**Mark Totten**  
Administrative Services  
Manager 2

**Alisha Pettit**  
Programmer Analyst 1

**Vacant**  
Administrative Services  
Assistant 1

**Angelina Villanueva**  
Office Assistant 3

**Support  
Services**

**Vacant**  
Supervisor 1

**Cody Rose**  
Imaging Operator 2

**Kathryn Bell**  
Office Assistant 2

**Christopher Seckman**  
Office Assistant 2

**Vacant**  
Office Assistant 2