

**DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION**

John Myers
Cabinet Secretary
Department of Administration

Mike Sheets
Director
Purchasing Division

Vacant
Deputy Director

Debbie Watkins
Administrative Secretary

James Meadows
General Counsel

Acquisitions and Contract Administration Section

Program Services Section

Communication and Technical Services Section

Frank Whittaker
Administrative Services Manager 3

Elizabeth Perdue
Administrative Services Manager 3

Samantha Knapp
Acting Assistant Purchasing Director

Acquisitions Unit

Contract Management Unit

Fixed Assets
Sherry Fewell
Administrative Services Assistant 1
Wendy Means
Office Assistant 3

Doug Elkins
Administrative Services Manager 1

Technical Services
Mark Totten
Administrative Services Manager 2

Support Services
Beverly Toler
Supervisor 1

Communication & Professional Development
Samantha Knapp
Administrative Services Manager 1

Tara Lyle
Buyer Supervisor
April Battle
Senior Buyer
Mark Atkins
Senior Buyer
Heather Bundrage
Buyer
Jorden Parsons
Purchasing Assistant

Guy Nisbet
Buyer Supervisor
Jessica S. Chambers
Senior Buyer
Stephanie Gale
Senior Buyer
Brittany Ingraham
Senior Buyer
Vacant
Purchasing Assistant

Linda Harper
Buyer Supervisor
Crystal Rink
Senior Buyer
Melissa Pettrey
Senior Buyer
Michelle Childers
Senior Buyer
Jessica Riley
Purchasing Assistant

Greg Clay
State Purchasing Contracts Manager
Shane Hall
Inspector 3
Mitzie Howard
Inspector 2
Melissa Hitt
Inspector 1

State Surplus Property Program
Vehicle Section
Scott Brown
Storekeeper 3
Jim Farmer
Storekeeper 1
Warehouse Section
Matt Harper
Supervisor 1
Vacant
Supervisor 3
Doug Fuller
Driver 3
Tim Miller
Mechanic 2
Richard Moss
Driver 2
Cheryl Cohen
Laborer

Travel Management
Vacant
State Travel Manager

Administrative Services
Vacant
Accountant 3
Dana Hoffman
Administrative Services Assistant 1

Federal Property Program

Alisha Pettit
Programmer Analyst 1
Lu Anne Cottrill
Administrative Services Assistant 1
Gail Montantez
Office Assistant 3

Bob Ross
Imaging Operator 1
Jennifer Fields
Office Assistant 2
Terra Oliver
Office Assistant 2
Dianna Kirk
Office Assistant 2

Courtney Johnson
Public Information Specialist 2
Jessica L. Chambers
Public Information Specialist 2
Amber Carter
Office Assistant 3