

# 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

**Frank Whittaker**  
Administrative Services  
Manager 3

## Program Services Section

**Elizabeth Perdue**  
Administrative Services  
Manager 3

## Communication and Technical Services Section

**Diane Holley-Brown**  
Administrative Services  
Manager 3

### Acquisitions Unit

<p><b>Tara Lyle</b> Buyer Supervisor</p> <p><b>April Battle</b> Senior Buyer <b>Vacant</b> Senior Buyer <b>Mark Atkins</b> Senior Buyer</p> <p><b>Vacant</b> Purchasing Assistant</p>	<p><b>Guy Nisbet</b> Buyer Supervisor</p> <p><b>Jessica S. Chambers</b> Senior Buyer <b>Melissa Pettrey</b> Senior Buyer <b>Brittany Ingraham</b> Senior Buyer</p> <p><b>Millicent Mann</b> Purchasing Assistant</p>	<p><b>Linda Harper</b> Buyer Supervisor</p> <p><b>Crystal Rink</b> Senior Buyer <b>Stephanie Gale</b> Senior Buyer <b>Michelle Childers</b> Senior Buyer</p> <p><b>Jessica Riley</b> Purchasing Assistant</p>
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### Contract Management Unit

**Greg Clay**  
State Purchasing  
Contracts Manager

**Shane Hall**  
Inspector 3  
**Mitzie Howard**  
Inspector 2  
**Vacant**  
Inspector 1

**Fixed Assets**

**Sherry Fewell**  
Administrative  
Services  
Assistant 1

**Anna Short**  
Office Assistant  
3

**Doug Elkins**  
Administrative  
Services Manager 1

### State Surplus Property Program

**Vehicle Section**

**Vacant**  
Supervisor 3  
**Jim Farmer**  
Storekeeper 1

**Warehouse Section**

**Matt Harper**  
Supervisor 1  
**Vacant**  
Driver 3  
**Vacant**  
Storekeeper 3  
**Tim Miller**  
Mechanic 2  
**Doug Fuller**  
Driver 2  
**Cheryl Cohen**  
Laborer

### Travel Management

**Vacant**  
State Travel Manager

### Administrative Services

**Vacant**  
Accountant 3  
**Karen Roberts**  
Administrative  
Services Assistant 1

### Federal Property Program

### Technical Services

**Mark Totten**  
Administrative Services  
Manager 2

**Alisha Pettit**  
Programmer Analyst 1  
**Lu Anne Cottrill**  
Administrative Services  
Assistant 1  
**Wendy Means**  
Office Assistant 3

### Support Services

**Beverly Toler**  
Supervisor 1

**Melissa Hitt**  
Imaging Operator 1  
**Jorden Parsons**  
Office Assistant 2  
**Terra Oliver**  
Office Assistant 2  
**Bob Ross**  
Office Assistant 1

### Communication & Professional Development

**Samantha Knapp**  
Administrative Services  
Manager 1

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