

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

Vacant
Administrative Services
Manager 3

**Travel
Management**

Fixed Assets
Wendy Pettry
Administrative
Services Assistant
1

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

Christopher Seckman
Administrative Services
Assistant 1

Vacant
Office Assistant 3

**Support
Services**

Vacant
Supervisor 1

Cody Rose
Imaging Operator 2

Kathryn Bell
Office Assistant 2

Vacant
Office Assistant 2

Vacant
Office Assistant 2