

PROCUREMENT DEPARTMENT - BUYING RESPONSIBILITIES

Date : 12-Sep-08

	<u>Cathy Bradley</u>	<u>Danielle Osborne</u>	<u>Patrick Higgins</u>	<u>John Durham</u>
<u>Commodity</u>	Appliances A/V Equipment Capital Equipment Car Rental Carpeting and Flooring Cleaning Hazardous Material Disposal Maintenance Agreements Pest Control Prizes and Awards Re-sale of equipment Security Alarms Telecommunication Equipment Travel Office Uniforms and Clothing Vending Services Window Washing	Airport Parking Bottled Water Caps and Gowns Computer Equipment and Software Diplomas Events - Games and Vendors Fax Machines Florist Flowers and Plant Maintenance Lab Supplies Mat Service Pagers Photo Equipment Tents and Rental Equipment Typewriter Service	Air Filters Appliance Parts and Service Compressed Gases Document Shredding Fire Protection Furniture Gases Gasoline Golf Carts Janitorial Supplies Maintenance, Repair, and Operating Supplies Moving and Storage Rental Equipment Road Salt Safety Equipment Signs and Banners	Bus and Shuttle Service Copiers Employee Relocation Express Mail Health Care supplies Leases Office Supplies University Marketing Vehicles - purchases/ leases
<u>College/ Department</u>	Academic Affairs Campus Ministry Communication Department Continuing Education Engineering Environmental, Health, and Safety International Studies General Counsel Peace and Justice Public Safety Public Relations Residence Life UNIT VITAL Wildcard Office	Alumni Art Gallery Arts and Sciences Athletics Career Services Falvey Library Graphics Human Resources Mail Services Multicultural Affairs Music Activities Student Development Villanova School of Business	Conference Services Connelly Center Custodial Services Dining Service Facilities Services FMO Garage Grounds and Recycling Human Resource Development Law School OPTIR Theater Villanova Conference Center	Admissions Development Enrollment Management Financial Affairs Health Services Nursing University Shop
		Orders over \$5000 must be approved by Director		