

CPCC'S Procurement's Quick Reference is designed to quickly direct you to our team members for assistance. Please visit the web resources listed for further information. The Procurement team welcomes your inquiries about our services and your suggestions.

**CONTACT THE PROCUREMENT TEAM:**

**HARPER CAMPUS**

Main Phone: (704) 330-4466

Fax: (704) 330-4455

Pat Emch, Executive Director	(704) 330-4414
Marie Coffey, Asst. Director	(704) 330-4469
Bridgette Billings, Cashier and Insurance Supervisor/E-P Security	(704) 330-4406
Milas McClain, Senior Buyer/P-Card Administrator/Reports/Grants	(704) 330-4470
Jennifer Ennis, Senior Buyer/ITS/Contract Administrator/Special Bids	(704) 330-4407
Vera O'Pry, Buyer/Web Publisher/Manuals	(704) 330-4468
Leigh Murray, Buyer/Web Publisher/Manuals	(704) 330-4467
Rosalynn Hoang, Part-Time Buyer/ Records Management	(704) 330-4468
Karen Cruz, Account Specialist/Cashier/Student Insurance/Vendors	(704) 330-4472
Myles Henry, Part-Time Sr. Administrative Clerk/Cashier/Document Imaging	(704) 330-4472

**ASSIGNMENTS**

**Leigh Murray:**

Kathy Drumm	Michael Moss	Chad Ray
Michael Horn	Mary Vickers-Koch	Beverly Dickson
Marcia Conston	Rich Rosenthal	Debbie Bouton
Bobby Sutton	Lori Alexander	Paul Koehnke

**Rosalynn Hoang:**

Dr. Zeiss	Gary Nelson	Cheryl Richards
Kevin McCarthy	Jay Potter	Marjorie Wilson
Brenda Leonard	Richard Zollinger	Cathy Ross
Edith McElroy	Gloria Kelley	Terri Manning
Jessica Graham		

**BACKUP DUTIES: (PERSON-THEIR BACKUP)**

Jennifer—by Milas	Cashier—by All
Milas—by Jennifer	Pat—by Marie/Bridgette
Rosalynn—by Leigh/Vera	Leigh—by Rosalynn
Vera—by Rosalynn	Bridgette—by Pat/Karen
Marie—by Pat	Karen—by Myles
Myles—by Karen	

ALLOW 7-10 DAYS FOR REQUISITION PROCESSING! Check "RINQ" in Colleague for a P.O. or B.O. number before calling your buyer.

FIND YOUR STATE CONTRACTS (ITEMS, VENDORS, PRICING, DELIVERY, AND TERMS), the STATE OF NC PURCHASING MANUAL and the NC ADMINISTRATIVE CODE AT [www.pandc.nc.gov](http://www.pandc.nc.gov).

The CPCC P-CARD MANUAL, EMPLOYEE P-CARD AGREEMENT, AND CPCC PROCUREMENT MANUAL are located at <http://inside.cpcc.edu/procurement/Pcardmanual> The EMPLOYEE P-CARD AGREEMENT form is also found at <http://inside.cpcc.edu>, Forms, Financial Services). E-PROCUREMENT TRAINING AIDS are located at: <http://inside.cpcc.edu/procurement/>.

CONTRACTS AND AGREEMENTS—GOODS AND SERVICES—Send all contracts and agreements for goods and services to Jennifer Ennis for execution and signature. Reference E-Procurement Requisition number. Do not sign documents on behalf of CPCC.

APPROVED STATE CONTRACT #615-A OFFICE SUPPLIER IS: FORMS AND SUPPLY, INC. [www.fsioffice.com](http://www.fsioffice.com) 704-598-8971  
Representative: Candy Lawson, Ext 271,  
email: [candy.lawson@formsandsupply.com](mailto:candy.lawson@formsandsupply.com)  
Customer Services: Beth Malpass, Ext 252  
email: [beth.malpass@formsandsupply.com](mailto:beth.malpass@formsandsupply.com)

LIST OF AGENCY TERM CONTRACTS:  
<http://www.cpcc.edu/procurement/for-buyers>

BIDDING:  
NON-STATE CONTRACT SUPPLIES, EQUIPMENT, AND SERVICES MAY BE BID LOCALLY (CPCC) OR AT THE STATE LEVEL. Total amount of order determines appropriate bid guidelines and process to be applied. See Bid Guidelines at <http://cpcc.edu/procurement>

EQUIPMENT PURCHASE guidelines are located at <http://inside.cpcc.edu/procurement>.

COST	BUDGET
\$1-\$999.99	Supply funds
\$1,000-UP	Equipment funds

\*DO NOT USE P-CARD FOR EQUIPMENT!!\*

G/L POOLED OBJECT CODE LISTING is found at <http://inside.cpcc.edu/gl/>

FOR REQUISITIONS—DO NOT USE THE UMBRELLA OBJECT CODE "99" OR "69" IN THE CREATION OF REQUISITIONS. Always use the object code with the beginning "5" number for expenses, and not the "4" number for revenue accounts (Example 527000, not 427000)