

Starla Nixon  
Procurement Officer Specialist  
618-650-3257  
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P-Card Administrator

Purchasing Reports

Notary Bonds

Advertising

Advertising

Automotive, Trucks & Bus Repair, Supply Equipment & Rentals

Security Services (fire & burglar)

Memberships, Subscriptions & Registrations

Travel & Hotel Accommodations

Office Supplies and Equipment

Safety equipment/PPE

Repair & Maintenance of Office Equipment

Budget

Back-up to Tara - Board Report

Back-up to Tara BEP/SBP/VBP

Back-up to Barb's categories

Back-Up to Expediting

Assist with Purchasing Trainings to Departments