Teresa Shipton Procurement Officer Specialist 618-650-3384

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Construction (new and renovation) Architectural/Engineering Services Floor Coverings

Window Coverings

Union Employee Benefits for FM & UHFM

Facilities Management Supplies & Equipment

Maintenance of Buildings, Roads, & Parking Lots by outside vendors

Relocation Services

Indemnity Bonds Receipt and Approval

Back-up to Starla and Barb's categories

Back-up to Encumbrance Control

Back-up to Bi-Weekly and Student Payroll Approval

Back-up to Fiscal Officer

Back-up to P-Card Program

Back-up Vendor Insurance Receipt and Approval

Assist with Purchasing Trainings to Departments