

Staff Assignments

Commodity/Service	Primary	Backup
Arts & Drafting Equipment Supplies & Services	Gary House	Victoria Forayter
Audio Visual Equipment Supplies & Services	Gary House	Kassie Smith
Chemicals/Gases	Gary House	Victoria Forayter
Environmental Products/Services/Recycling/Waste Removal	Gary House	Victoria Forayter
Furniture	Gary House	Victoria Forayter
Information Technology - Network	Gary House	Kassie Smith
IT - PC/Laptop/Printer/Fax/MFD/Telecom Equipment	Gary House	Kassie Smith
Music Equipment/Supplies/Services	Gary House	Victoria Forayter
Pest Control	Gary House	Victoria Forayter
Scientific Equipment Supplies and Equipment	Gary House	Kassie Smith
Telecom Equipment/Service Projects	Gary House	Kassie Smith
Transportation Services – Bus Services	Gary House	Victoria Forayter
Appliances	Kassie Smith	Kimberley Holmberg
Conferences/Workshops/ Training	Kassie Smith	Kimberley Holmberg
Consultant/Independent Contractor/Guest Lectures	Kassie Smith	Kimberley Holmberg
Hotel Agreements/Space-Room Rentals	Kassie Smith	Kimberley Holmberg
Independent Contractor/Consultant Agreement	Kassie Smith	Kimberley Holmberg
Medical /First Aid - Products	Kassie Smith	Kimberley Holmberg
Personal Protective Equipment (PPE)	Kassie Smith	Kimberley Holmberg
Pharmaceuticals/Drugs	Kassie Smith	Kimberley Holmberg
Photography Supplies/Equipment, Repairs & Services	Kassie Smith	Victoria Forayter
Printing/Copying/Mail Related Services & Equipment/Supplies	Kassie Smith	Kimberley Holmberg
Shipping/Moving Services/Storage/Supplies/Services/Courier	Kassie Smith	Gary House
Subscriptions & Memberships (Non-IT)	Kassie Smith	Victoria Forayter
Veterinary Services	Kassie Smith	Kimberley Holmberg
Building Materials/Hardware/Tools (Includes Locks/Keys)	Kimberley Holmberg	Kassie Smith
Carpet Flooring (Non-Public Works)	Kimberley Holmberg	Kassie Smith
Cellular Phone Equipment & Service	Kimberley Holmberg	Victoria Forayter
Copier/Print Management Program	Kimberley Holmberg	Kassie Smith
Food/Food Service - On-Campus/Off-Campus	Kimberley Holmberg	Kassie Smith
HR - Temp Help/Employee Assistance Program/AppleOne	Kimberley Holmberg	Kassie Smith
Software/Subscriptions/IT Maintenance/Web	Kimberley Holmberg	Gary House
Subscriptions & Memberships (IT)	Kimberley Holmberg	Gary House
Trades: Electrical/Lighting/Grounds/HVAC/Paint/Plumbing	Kimberley Holmberg	Kassie Smith
Window Coverings	Kimberley Holmberg	Victoria Forayter
Advertisements	Victoria Forayter	Kimberley Holmberg
Athletics Products/Apparel/Products/Services/Supplies	Victoria Forayter	Kassie Smith
Automotive/Vehicle/Transportation - Product/Services	Victoria Forayter	Gary House
Clothing/Apparel/Textiles/Uniforms/Laundry	Victoria Forayter	Gary House
Custodial and Janitorial Equipment/Supplies & Services	Victoria Forayter	Gary House
Law Enforcement/Public Safety - Products/Services	Victoria Forayter	Kimberley Holmberg
Promotional Items/Flags/Banners/Awards/Trophies /Plaques	Victoria Forayter	Kimberley Holmberg
Signage (Digital /Non-Digital)	Victoria Forayter	Gary House
Tree Trimming Services	Victoria Forayter	Gary House

Assignment distribution may vary depending on other projects or deadlines