

PROCUREMENT DEPARTMENT - BUYING RESPONSIBILITIES

Date : 30-Jan-07

	<u>Cathy Bradley</u>	<u>Lorraine Profita Czarnota</u>	<u>Patrick Higgins</u>	<u>John Durham</u>
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Commodity

Appliances	A/V Equipment	Carpeting and Flooring	Copiers
Bottled Water	Bus and Shuttle Service	Compressed Gases	Diplomas
Caps and Gowns	Capital Equipment	Fire protection	Document Shredding
Car Rental	Health Care supplies	Furniture	Employee Relocation
Computer Equipment and Software	Lab Supplies	Hazardous Material Disposal	Express mail
Events - Games and vendors	Maintenance Agreements	Gases	Leases
Fax Machines	Moving and Storage	Gasoline	Office Supplies
Flowers and Plant maintenance	Pest Control	Golf Carts	Security Alarms
Mat Service	Scientific Equipment	Janitorial Supplies	Travel Office
Pagers	Telecommunication Equipment	Maintenance, Repair, and	University Marketing
Photo equipment	Typewriter Service	Operating Supplies	Vehicles - purchases/ leases
Prizes and Awards	Vending Services	Rental equipment	
Radio maintenance and repair		Road Salt	
Re-sale of equipment		Safety Equipment	
Tents and rental equipment		Signs and banners	
Uniforms and clothing			
Window washing			

College/ Department

Art gallery	Academic Affairs	Custodial Services	Admissions
Arts and Sciences	Alumni	Connelly Center	Villanova School of Business
Athletics	Career Services	Dining Service	Development
Campus ministry	Engineering	Environmental, Health, and Safety	Enrollment Management
Conference Services	Falvey Library	Facilities Services	Financial Affairs
Continuing Education	Graphics	FMO	General Counsel
International Studies	Health Services	Garage	Law School
Multicultural Affairs	Human resources	Grounds and Recycling	University Shop
OPTIR	Mail Services	Human Resource Development	Villanova Conference Center
Peace and Justice	Nursing	Music Activities	
Public Relations	Student Development	Public Safety	
UNIT		Residence Life	
VITAL		Theater	
Wildcard Office			