

Procurement Forum Agenda

Location: Microsoft Teams Meeting

Date: Wednesday, December 13, 2023

Time: 10:00a.m. – 11:00a.m.

Procurement Services Team:

Paul Fitts, Manager, Procurement & Property Services / HUB Coordinator

Sheila Darcey, Senior Procurement Specialist

Daniel Pippin, Procurement Reporting Analyst

Jaime Romero, Procurement Specialist II

Rebecca Stanly, Inventory and Property Control Coordinator

Agenda Items

1. Computer/IT Quotes Requirement
2. Requesting a Return of eSHOP Purchases
3. Website Tour
4. Asset Management and Inventory Control – Reminders and Q&A

Additional information

If you have a topic you would like to discuss at the next forum please email purchasing@uttyler.edu.

The Procurement Procedures Manual can be found at the link below:

<https://www.uttyler.edu/procurement-services/files/procurement-procedures-manual-20211109.pdf>

Procurement Services appreciates you!