

PROPERTY & FINANCE

Property & Finance Spotlight

The Procurement Unit

Jennifer Nixon - Director

Geneva Levesque – Complex Information Technology

Kim Hatala - Procurement Supervisor

Natalie Billups - Body Armor, Janitorial, Elevator, Fire Protections, and Security Monitoring

Robert Early - Printing (non VCE), Direct Ship Vehicle Supply requisitions

Nancy Thompson - Aviation, Shredding, Conferences and Temporary Personnel Services

Courtney Pollard-Macklin - Vehicles, SRT, Information Technology

Lizzie Worthington - Copiers, SPHQ Stock items

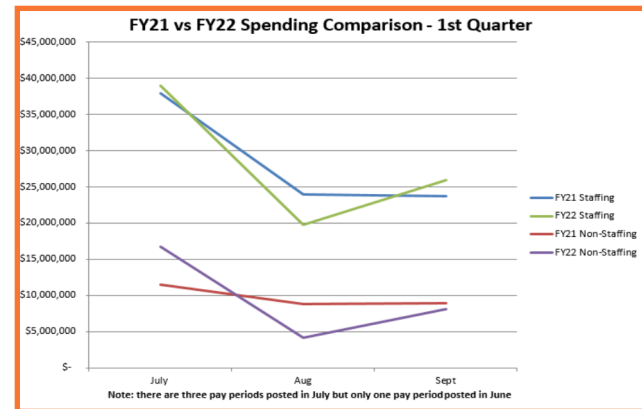
Patricia Rhodes - Procurement Supervisor

Yvette Armstead - Direct Ship Uniforms, Office Supplies, VDC, VCE, Munitions and acting SPCC Administrator

Tammy Boyer - Landscaping, HVAC, Trash & Water Treatment Services

Vacant - SPCC Administrator

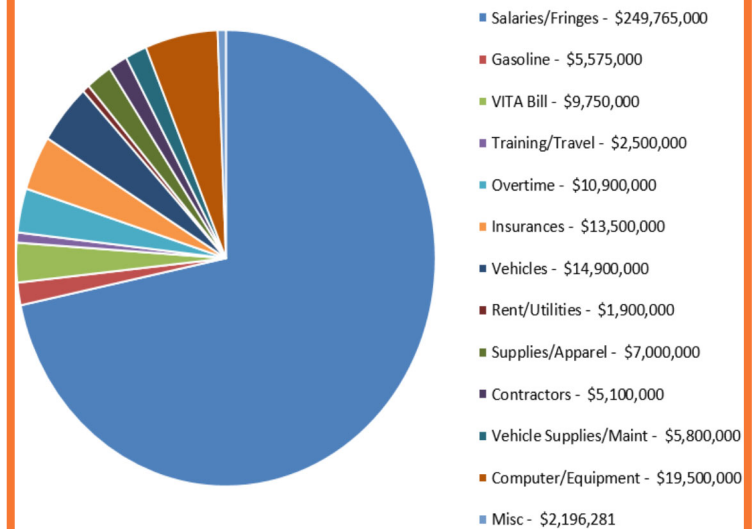
Vacant - Communications, Garage, K-9, Bomb & Tactical Equipment



P&F Updates

P&F welcomes Lieutenant AJ Puckett and First Sergeant Chris Gassner to the division. Lt Puckett, who comes to us from CJIS, has management responsibilities that include oversight of the Warehouse, Procurement, Buildings & Grounds, and the 1033/1122 Program. FSgt Gassner, who comes to us from the Executive Protection Unit, has responsibilities that include administration of Vehicle Crash invoicing and agency Fixed Assets and Inventory. We look forward to their assistance in achieving division objectives.

FY 2022 General Fund Anticipated Spending



PROCUREMENT REMINDERS

- eVA is in the process of being updated. The switch over will take place on December 31, 2021 and the new system will be functional on January 3, 2022. **To ensure minimal impact to the agency, please enter and approve all December requisitions in eVA prior to December 17th.** More information on the update and how the agency will be affected will be forthcoming.
- Verbal authorization should not be given to vendors to order goods or services. Requestors must ensure that a valid Purchase Order is in place. Confirming orders are generally reserved for emergency situations.
- **Signing documents that commit VSP** - The following individuals are the only individuals authorized to sign contracts; Superintendent, Deputy Superintendent, P&F Division Commander, and Procurement personnel. The Designation of Procurement and Signature Authority is located on Public Folders\Property_and_Finance\Procurement and eVA.
- Procurement lead times vary depending on commodity and complexity of goods and services. Please plan ahead and submit eVA requests as soon as the need is identified.
- Requestors should ensure they are obtaining quotes and utilizing Micro and Small vendors when available.