



POLICY AND PROCEDURE  
ARIZONA STATE UNIVERSITY

MANUAL Creating Administrative Manuals		SECTION Format Standards	NUMBER CAM 401-02
SUBJECT Order of Manual Contents		EFFECTIVE 12/1/1984	PAGE 7 of 7 REVISED 7/1/1992



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MANUAL Purchasing Department		SECTION Introductory Material	NUMBER PUR 006
SUBJECT Purchasing Department Directory		EFFECTIVE 4/15/1988	PAGE 1 of 5 REVISED 2/1/1992

PURPOSE To provide names and telephone numbers of people responsible for various areas in the Purchasing Department

SOURCE Purchasing Department

BACKGROUND

The Purchasing Department exists to serve and support the educational and research functions of the university. This directory lists the names and telephone numbers of the Purchasing Department employees so that manual users may directly contact the individual or section that can handle their specific needs.

The operating areas in the Purchasing Department include:

1. the Purchasing Office
2. ASU Stores (including Office Machine Rental and Repair)
3. Graphic Productions (including Copy Centers and Printing Services)
4. Mail Services
5. Property Management
6. Vending
7. ASU Bookstore and
8. Trademark Licensing.

OFFICE OF THE DIRECTOR

This office coordinates the efforts of the various operations within the Purchasing Department. Any policy questions may be directed to this office.

Ray T. Jensen, Director of Purchasing	5-5282
Bonnie Gonzalez, Senior Business Operations Manager	5-7707
R. Dean Davis, Coordinator of Federal Regulations	5-6778
Le Veda Salmon, Administrative Assistant	5-5282

PURCHASING OFFICE

The Purchasing Office is responsible for contracting for goods and services on behalf of the university.