

## Purchasing Staff



Gypsi Alexander

**Position:** Director of Procurement and Travel & Chief Purchasing Officer

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### Tasks and Responsibilities:

- Oversees all travel and procurement operations
- Develops and delivers purchasing and travel training for campus departments
- Manages RFQs, RFPs, and sole source solicitations
- Administers and maintains agency contracts
- Develops, implements, and enforces procurement policies and procedures
- Cultivates and maintains supplier relationships
- Responds to and manages open records requests



Kelsey Sheets

**Position:** Purchasing Specialist III

**Office:** Richards Hall, Suite 248

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**Tasks and Responsibilities:**

- Manages and coordinates procurement activities
- Processes purchase orders and ensures accuracy and compliance
- Oversees agency contracts and related documentation
- Prepares and maintains general procurement reports
- Manages purchase requests, monitors vendor performance, and ensures contract compliance
- Develops and delivers purchasing training for campus departments



Chelsey Pickrell

**Position:** Facilities Contract Specialist

**Office:** Richards Hall, Suite 248

**Phone:** 706-507-8216

**Email:** [pickrell\\_chelsey@columbusstate.edu](mailto:pickrell_chelsey@columbusstate.edu)

**Tasks and Responsibilities:**

- Manages and coordinates all procurement activities for the Department of Facilities and Operations
- Processes purchase orders and ensure accuracy and compliance within Facilities and Operations
- Oversees agency contracts and related documentation maintained by Facilities and Operations
- Prepares and maintains general procurement reports for Facilities and Operations
- Assists with procurement projects, including RFQs and RFPs, for Facilities and Operations purchases
- Serves as a P-Card holder for Facilities and Operations-related expenses
- Prepares and submits Qualifications-Based Selection (QBS) reports
- Conducts Immigration and Security audits for vendor compliance



Katie Cannon

**Position:** Purchasing Coordinator

**Office:** Richards Hall, Suite 248

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**Tasks and Responsibilities:**

- Serves as P-Card Program Administrator
- Manage new supplier registrations and updates to existing supplier profiles
- Adds and updates employee profiles in PeopleSoft Financials for non-travel-related reimbursements
- Processes requests for reimbursement of non-travel-related expenses
- Develops and provides purchasing training for campus departments



Amanda Adams

**Position:** Purchasing Specialist III

**Office:** Richards Hall, Suite 248

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**Tasks and Responsibilities:**

- Subject Matter Expert (SME) for PeopleSoft Travel & Expense Module
- Reviews and audits travel and expense submissions for accuracy and compliance
- Processes purchase orders (POs) for travel-related expenses
- Manages new supplier registrations for travel related vendors
- Develops and maintains relationships with lodging suppliers, including direct bill arrangements
- Serves as the primary coordinator for department ID and grant ownership within PeopleSoft, including the maintenance and updating of budget authority for each.
- Oversees and manages Quali travel form processes



Tess Aina

**Position:** Purchasing Specialist II

**Office:** Richards Hall, Suite 248

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**Tasks and Responsibilities:**

- Assists end-users with all travel-related tasks
- Oversees and manages Quali travel form processes
- Processes purchase orders (POs) for travel-related expenses
- Manages new supplier registrations for travel-related vendors
- Serves as a P-Card holder for travel-related expenses