

CLA Purchasing Center & Business Office Department Information Directory

Please see the chart below which outlines each department's Purchasing Representative and Business Assistant, along with contact info.

In order to insure proper balancing of workloads, please make sure to work with the Purchasing Representative assigned to your department!

ASSIGNED PURCHASING REPRESENTATIVE:

TANYA WOODARD

BRNG 1133 – 765-494-4128

DEPARTMENT	BUSINESS ASSISTANT
ADMIN, ADV CLA IT IDIS/SIS OEPP & PLaCE WRITING LAB	Eddie Moffitt BRNG 6158 edie@purdue.edu 765-494-3657
ANTH	(vacant)
SOC	Heather Holley STON 333A hholley@purdue.edu 765-494-4671
COMM PHIL POLSCI	Heather Holley BRNG 2259 hholley@purdue.edu 765-494-3307

ALL PURCHASE RELATED REQUESTS:

Before any purchase related request (orders, payments, PCard checkout, etc.), approval from the department Business Assistant is required!

The Purchasing Center cannot approve purchases and will not make a purchase without proper approval! Please contact your department's Business Assistant for all purchase requests; they will then forward the request, with approval to the Purchasing Center.

XEROX ORDERS:

For all Xerox orders, your Ariba Requestor is the Purchasing Representative listed for your department.

EMAIL:

When contacting the CLA Purchasing Center, all emails need to be sent to EDU-CLAProcurement@purdue.edu.

ASSIGNED PURCHASING REPRESENTATIVE:

KATHY BYERS

BRNG 1135 – 765-494-3753

DEPARTMENT	BUSINESS ASSISTANT
DAP	(vacant)
ENG	Michelle Ryker HEAV 328 mryker@purdue.edu 765-494-4174
FLL HIST SLC	Nancy Hughes UNIV 224 & SC 146D nhughes@purdue.edu 765-494-4124 & 765-496-2892
THEATRE	Beth Daugherty PAO 2165A bbessler@purdue.edu 765-494-3080