

Contact Information

Departmental Email: lc purchasing@lee.edu

Jonathan Harris, Director of Purchasing

281.425.6818 | jonharris@lee.edu

Contracts and insurance policies, bids, PRs, POs, PO corrections as needed, vendor registry management, vendor management, new credit card request forms, etc.

Kim Boeker: Buyer

281.425.6320 | kboeker@lee.edu

PRs, POs, PO corrections as needed, bids, credit card approvals (temporarily), PeopleSoft questions, vendor registry management, vendor management, manage insurance, new credit card request forms, etc.

Cierra Marron: Purchasing Clerk

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Manage Citi system, credit card approvals, vehicle reservations, background checks, vendor registry questions, Purchasing SharePoint questions, statement of travel approver, and security clearances

Purchasing SharePoint:

<https://mylc.sharepoint.com/sites/MasterCardTraining>

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