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AUBURN UNIVERSITY

Procurement and Business Services

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## Procurement & Business Services Mission Statement

The Mission of Procurement and Business Services is to support Auburn University's critical activities of instruction, research, and outreach by applying core values to assist our stakeholders with spend management, procure-to-pay, procurement card administration, travel management services, contract administration, and asset management in a legal and ethical manner.

**Customer Service:** We are a service minded organization committed to providing stakeholders with operational excellence and timely communications in the areas of procure-to-pay and travel management.

**Collaboration:** We are part of the Auburn Family and through collaboration and education we will work together to provide value added services to our stakeholders.

**Expertise:** We provide subject matter expertise to our stakeholders so they can focus on their core mission

## Did You Know?

### Fraud Alerts

If you are called by a salesperson that you are not familiar with and they are requesting your copier/printer machine model numbers so they can send you supplies, do not give them any information because the call could be fraudulent. If you believe the call may be fraudulent, forward the call to PBS or notify PBS by calling 334-844-7771.

### Best Practices

Beware of suspicious-sounding sales pitches, offers to send you a free product to "test", or calls from an unknown vendor asking to verify your address.

When contacted by companies claiming you owe money for goods or services you did not order, you should insist on written documentation of the purchase.

Do not provide procurement card information or agree to pay invoices unless you are certain that you ordered the items.

If you receive supplies or bills for services that you did not order, do NOT pay or return the unordered merchandise.

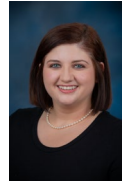
## PBS TEAM



Misty Kennedy  
Executive Director/  
Chief Procurement Officer



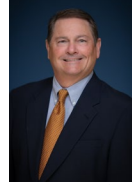
Jeff Wooley  
Director  
PBS



Jenna Morgan  
Assistant Director  
Contract Administration



Ginny Yarbrough  
Manager  
Payment Services



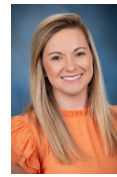
Ken Poole  
Manager  
Asset Management



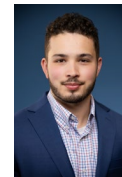
Tonya Hollis  
Coordinator  
Communications/  
Systems



Amanda Hallmark  
Strategic Sourcing  
Analyst II



Christalyn Thomas  
Strategic Sourcing  
Analyst II



Kyle Long  
Strategic Sourcing  
Analyst I



Robin Agee  
AP Analyst III/  
Supplier Portal



Leslie Walden  
AP Analyst III/  
Supplier Portal



Embry Moore  
AP Analyst III



Debra Bias  
AP Analyst II- Pcard



Becky Snedigar  
AP Analyst II- Pcard



Emily Farrior  
Asst II, Financial- Central  
Post-Payment  
Customer Service



Denise Kimbrough  
Asst II, Financial- Central  
Post-Payment  
Customer Service



Stephanie Hutchinson  
Asst II, Financial- Central





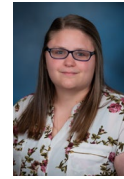
John Whitworth  
Contract Officer II



Breanna Geer  
Contract Officer I



Mary Stroud  
Contract Administration  
Specialist I



Deedra Compton  
Contract Administration  
Specialist I



Gavin Yates  
Coordinator, Asset Management  
Warehouse/GovDeals



Shane Bearden  
Associate II  
Warehouse/Surplus



Jeff Smith  
Coordinator  
Property Services



Jennifer Holt  
Asset Auditor II/  
Vehicle Tags



Amy Shonesy  
Asset Auditor II

## Procurement Updates & Reminders

Help us welcome Kyle Long to the Procurement team. Kyle joined the team in February 2026 as a Strategic Sourcing Analyst. He earned his Bachelor of Science in Finance from Auburn University and is currently pursuing an MBA in Finance & Data Analytics at LSU Shreveport. Kyle's fiancée is a teacher and coach for girls wrestling and softball at Opelika High School. Prior to joining Auburn, Kyle gained experience in financial planning and wealth management, building a strong foundation in finance and analysis. In his free time, he enjoys reading about historical financial events of the late 20th century, staying active through fitness and bodybuilding.

## Procurement Services Frequently Asked Questions

- **When is the Government Contract Addendum (GCA) needed and when does it expire?**

The GCA is required for each contract to ensure that contractual terms comply with Auburn University's legal and regulatory obligations as a state governmental entity. A new GCA must be executed for every individual contract and may not be reused for multiple agreements. In the event of any conflict between the terms of a supplier's contract and applicable state laws, regulations, or University requirements, the provisions of the GCA shall supersede and govern to ensure compliance with all applicable statutes and guidelines.

- **What qualifies for a "Print & Promo" re-order?**

Some projects may require additional quantities after delivery and can be considered reorders. If your project meets the three (3) criteria below, you can reorder from the previous supplier without obtaining three (3) quotes:

1. Reprint must be within 12 months of original order.
2. The specifications of the reprint must be the exact same. You cannot change page count or size when reprinting.
3. The pricing for the reprint must be the same.

You will need to submit the previous three (3) quotes from the original order and a new quote for the additional quantity as documentation. If your reorder is above \$5,000, you will still need to obtain a PO# for the reorder. You will also need to submit the print approval from your original order.



- **What if Vendor Vetting expires during a contract term?**  
Vendor Vetting must remain active for the duration of the agreement associated with the requisition or contract. If the vetting approval is set to expire during the contract term, the department will be required to renew the vendor vetting before the requisition or contract can be approved. This helps ensure compliance with University requirements and avoids interruptions related to expired approvals.
- **When do I need to submit a Vendor Disclosure Statement (VDS)?**  
A VDS is now required for any requisition with a total value exceeding \$75,000. Please note that a VDS is not required for purchases made from publicly traded companies or state entities.
- **Does my purchase have Public Works implications?**  
Public Works is defined as follows: Under Alabama law, Title 39 defines public works as construction or maintenance work done on public property using public money. This includes projects such as building or repairing schools, government buildings, roads, bridges, sidewalks, water and sewer systems, and other public infrastructure. A project is generally considered public works if it is owned or controlled by a government entity and paid for, fully or partially, with state, county, city, or public funds. When submitting a requisition, please ask the following questions. This will help PBS determine if the purchase has Public Works implications:
  1. How is the equipment being installed?
  2. Who is installing the equipment?
  3. Is the equipment being tied/hardwired into any utilities (electrical, mechanical, water, etc) or is this a plug and play situation?
  4. Where is the equipment being installed?
- **Apparel vs Uniforms: When is pre-approval needed from PBS?**  
Employee apparel and promotional apparel do not require pre-approval from PBS. To ensure items meet all uniform requirements, uniforms do require PBS pre-approval. The requirements for uniforms are as follows:
  1. The employee must wear the clothes as a condition of employment, i.e. for identifications purposes, for safety, or as protective clothing.
  2. The clothes are not suitable for everyday wear.
  3. The University retains protective clothing and outerwear after termination of employment.

## Preferred Supplier Contracts

| Category                                          | Supplier                      |
|---------------------------------------------------|-------------------------------|
| Auto Parts                                        | Advance Auto Parts            |
| Compressed Gases                                  | Airgas                        |
| Apple Products                                    | AU Bookstore                  |
| Misc. Cameras & Audiovisual Supplies              | *B&H                          |
| Charter Bus Services                              | Capital Motor Lines           |
| Charter Bus Services                              | Cline Tours                   |
| Charter Bus Services                              | Southern Coaches              |
| Uniform Rental                                    | Cintas                        |
| IT Contract                                       | *Connection                   |
| Stationery Print                                  | Davis Direct                  |
| Audio/Visual                                      | Diversified                   |
| Rental Vehicles                                   | Enterprise/National           |
| Vehicle Leasing                                   | Acme Auto Leasing             |
| Vehicle Leasing                                   | Prestige Leasing & Management |
| Tents, Tables, Chairs & Event Service Rentals     | Revel XP                      |
| Tents, Tables, Chairs & Event Service Rentals     | Outdoor Events                |
| Shipping Services                                 | FedEx                         |
| Plumbing Services                                 | Ferguson                      |
| Maintenance, Repair & Operations (MRO)            | *Grainger                     |
| Copiers                                           | Konica Minolta                |
| Building Supplies & Other Products                | Lowe's                        |
| Electrical Supplies                               | *Mayer                        |
| Medical/Surgical Supplies                         | *Medline                      |
| Medical/Surgical Supplies                         | *Henry Schein                 |
| Equipment Maintenance Program                     | The Remi Group                |
| Office Related Supplies                           | *Staples                      |
| Heavy Equipment                                   | United Rentals                |
| Shipping Services                                 | UPS                           |
| Scientific Supplier                               | Nikon                         |
| Scientific Supplies                               | *VWR                          |
| Rental of Portable Restrooms & Restrooms Trailers | Wise Environmental Solutions  |

**\* Denotes a punchout supplier.**

A punchout supplier is a preferred, pre-negotiated vendor whose website is linked to TigerBuy. When you select a punchout supplier in TigerBuy, the system temporarily takes you to that supplier's online store, where you shop Auburn's contract pricing. When you check out, the cart is sent back into TigerBuy, and the requisition is processed and approved.

## Payment Updates & Reminders

Help us welcome Embry Moore to the Payment Services team. Embry joined us in July 2025 as an AP Analyst III. She and her family moved to Auburn last year from Phenix City, AL. Her husband is a math teacher with Auburn City Schools and also serves in the Alabama National Guard. They have three children ages 16, 14, and 9. They also own the Smoothie King located on S College St. Some of Embry's favorite things are books, Disney, Taylor Swift, FRIENDS, baseball, and the beach.

## COMING SOON! TIGER TRACKS Auburn's New Travel & Expense Experience

Powered by Emburse | Enhanced with AI by AppZen

Welcome to Tiger Tracks! Auburn University's modern, easy-to-use system for managing travel and PCard expenses. Built to simplify your experience, speed up reimbursements, and improve compliance.

### Why Tiger Tracks?

- User-friendly dashboards and simple navigation
- Mobile-friendly access anywhere
- Built-in Tiger Tracks Assistant for guidance
- Real-time visibility into report status

### All Your Expenses in One Place

- eWallet: Store receipts securely
- Pre-Approvals: Plan travel in advance
- Expense Reports: Submit expenses in one system

### New Features You'll Love

- Per Diem Wizard – automatically calculates meals & incidentals
- Mileage Calculator – accurate reimbursement using built-in mapping

## SMARTER WITH AI – APPZEN

Tiger Tracks uses AppZen AI to audit 100% of transactions, improving compliance and protecting Auburn resources.

### Automated Audit Checks:

- Receipt amount verification
- Non-conforming receipt detection
- Duplicate expense detection
- Merchant price comparison
- Unauthorized expense identification
- Expense age monitoring
- PCard personal reimbursement checks
- Business & guest meal limits
- Merchant category compliance checks
- Anti-corruption & bribery monitoring

### What This Means for You

- Greater confidence in submissions
- Reduced manual review
- Faster processing
- Stronger policy compliance

Need Help? Contact PBS Help at [pbshelp@auburn.edu](mailto:pbshelp@auburn.edu)





## **Asset Management Updates & Reminders**

Asset Management is located at 1415 Pumphrey Avenue, Auburn, AL 36849.  
Office hours are 7:45am-4:45pm Monday-Friday.

## **Contract Administration Updates & Reminders:**

Help us welcome John Whitworth to the Contract Administration team. John joined us in February 2026 as a Contract Officer II. He was born and raised in Auburn. He attended UAB for undergrad, where he majored in political science. Last May, he graduated from Ole Miss Law School and is excited to now be working for the University as a Contract Officer.

Unsure who to contact within PBS for your PSC and/or contract needs? Please refer to the lists below to find the dedicated contract officer assigned to each department.

### **Breanna Geer**

Office of Information Technology  
College of Liberal Arts  
College of Business  
College of Education  
RBD Library  
College of Graduate Studies  
Risk Management and Safety  
College of Human Sciences  
Office of Chief Operating Officer  
Office of the President  
Business & Administration  
Transit Services  
AU Bookstore  
AU Aviation  
Campus Safety  
Honors College  
College of Engineering  
College of Forestry & Wildlife  
Winchester Instr-Real Estate Development  
College of Architecture/Design/Construction  
Athletics



**John Whitworth**

College of Veterinary Medicine

College of Pharmacy

College of Sciences & Math

College of Nursing

Office of the Provost

Office of Enrollment Services

Office of Communication and Marketing

Outreach

Gogue Performing Arts Center

Jule Collins Smith Museum

Office of Advancement

Office of the VPR

Air Force ROTC

Alumni

Development

Facilities

College of Agriculture

Alabama Cooperative Extension System (ACES)

Alabama Agriculture Experiment Station

Student Affairs

