

Procurement

Reports to **Chief Financial Officer**

Our demographics

Director: Trevor Hammond, NIGP-CPP, CPPB **Began position:** 2019 **In district:** 2014 **In education:** 2014

Staff: Melinda Adams, Procurement Specialist

Cara Cox, CPPB, Procurement Specialist

Beverly Hovis, Buyer

Candice Taylor, Administrative Assistant

Location: 300 South Catawba Street, Lancaster, SC

Our focus

Our department strives to ensure the district will obtain the maximum value for each dollar spent on products or services, and to create an environment that promotes trust and confidence while meeting the diverse needs of our customers.

Our functions

- **Purchasing** – Monitor, review, and approve procurement activities to ensure compliance with district procurement code, regulations, policies and procedures and governing laws.
- **Procurement Card** – Coordinates and manages the purchasing card program and acts as district liaison with the card issuer.
- **Surplus Property Management** – Manages and oversees disposal of all surplus property to include but not limited to public auction.
- **Fixed Asset Management** – Manage the disposition of all district assets to include additions, transfers and physical inventory reconciliation.

Our department strengths

- **Team work** – Work well with all levels of district staff to coordinate procurement activities, making sure all decisions and actions are in alignment with the district's goals and objectives.
- **Willingness** to embrace change.
- **Adapts and adjusts to changes** and needs of the district while ensuring timely and efficient procurement process.
- **Highly qualified and experienced staff** – Our staff has expertise in the competitive bidding process, negotiating and selecting sources of supply, contract management, development of specifications, and knowledge in the legal aspects of procurement.

- **Time and resource management** – Ability to manage projects and deadlines, performing under constant pressure with limited resources.
- **Professionalism and integrity** – Good customer relations with internal customers and vendor community.
- **Ensure fair treatment** of all vendors and make sure the procurement integrity rules are followed.