

Procurement Staff Assignments

Procurement Drop Box: Procurement@mcpsmd.org

P-Card Drop Box: Pcard@mcpsmd.org

Contractor Obligation Drop Box: ContractorObligation@mcpsmd.org

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Buyer Team 1

[Angela McIntosh-Davis, Team Leader, 301-279-3172](mailto:Angela_S_McIntosh-Davis@mcpsmd.org)
Angela_S_McIntosh-Davis@mcpsmd.org

[Ms. TinaMarie Booth, Buyer II, 301-279-3122](mailto:TinaMarie_M_Booth@mcpsmd.org)
TinaMarie_M_Booth@mcpsmd.org

Audit Contract
Consulting Services/Legal/Services
Financial Services
Health & Welfare Benefits
Professional Development /Special Ed Services
Office Supplies System Contract

Art Supplies, Equipment & Tools/Ceramic Supplies
Vending Machines
Two-Way Radios
Food & Nutrition Services, Supplies & Uniforms
Health Room Supplies
Office & School Supplies/Office Papers
Lamps (Light Bulbs)

Buyer Team 2

[Mrs. Eulalia \(Laly\) Bowers, Buyer II, 301-279-3637](mailto:Laly_A_Bowers@mcpsmd.org)
Laly_A_Bowers@mcpsmd.org

[Mrs. Deborah Ashcom, Buyer I, 301-279-3123](mailto:Deborah_K_Ashcom@mcpsmd.org)
Deborah_K_Ashcom@mcpsmd.org

Aftermarket Automotive Parts
Alcohol/Drug Testing Services/ Physicals
Asbestos Abatement/Pest control/ Energy Management
Bus Carriers Contract
Recycle & Trash Removal
Custodial Supplies & Equipment
Maintenance of Facilities - Electrical & Plumbing, HVAC/Security
Purchase of School Buses
Copiers & Fax Machines- Purchase, Maintenance & Supplies

Air Filters
Automotive Equipment, Supplies, Repairs & Services
Batteries
Uniforms, MCPS Staff (other than Food Services)
Transportation Services for Students
Heavy Equipment & Parts (Lawn Tractors/ Mowers, & Lifts)
Industrial Tech Education Supplies & Equipment
Vehicle Purchases
Maintenance Supplies (Lumber/Flooring/Building)
Science Kits
Science Supplies & Equipment

Buyer Team 3

[Mrs. Laurie Checco, Buyer II, 301-279-3097](mailto:Laurie_S_Checco@mcpsmd.org)
Laurie_S_Checco@mcpsmd.org

[Ms. Julie Johnson, Buyer I, 301-279-3306,](mailto:Julie_E_Johnson@mcpsmd.org)
Julie_E_Johnson@mcpsmd.org

Audio & Visual Equipment & Supplies
Computers & Supplies
eRate: Phone, Utility & Internet Providers
Furniture for Schools & Offices
Information Technology/ PA Systems/Telephone Equipment
School Photography Services
Playground Equipment/Scoreboards
Maintenance Upgrades Facilities/ PLAR
Printers (Toner & Supplies)

Athletic & PE Supplies & Equipment/Portable Bleachers
Special Education Supplies & Equipment
Early Childhood Supplies & Equipment
Elementary Math Supplies & Equipment
Musical Instruments, & Sheet Music/Band Uniforms
Magazine Subscriptions
Photographic Supplies & Equipment
Water Cooler Rental/Bottle Water

[Mrs. Tammy Jarman, Buyer Assistant II, 301-279-3683, Tammy_M_Jarman@mcpsmd.org](mailto:Tammy_M_Jarman@mcpsmd.org)

Charter Bus Information
Purchasing Card (P-Card) Program Support

Contractor Obligation
280-49/ 49A- Authorization for Consultant/ Independent
Contractor (Vendor) Services Forms Processing

[Ms. TinaMarie Booth, Buyer II, 301-279-3122 TinaMarie_M_Booth@mcpsmd.org](mailto:TinaMarie_M_Booth@mcpsmd.org)

MDK12 Digital Online Services
Media Services

Library/ Media Center Orders

[Mrs. Emily E. Anderson, Contract Administrator, 301-279-3136, Emily_E_Anderson@mcpsmd.org](mailto:Emily_E_Anderson@mcpsmd.org)

Instructional Software
Professional Services Agreements
Epipens/ Narcan

Psychological Assessment Materials
Scantron Equipment & Forms
Special Education Related Services

[Mrs. Kim Houser, Business Service Analyst, 301-279-3638, Kimberly_M_Houser@mcpsmd.org](mailto:Kimberly_M_Houser@mcpsmd.org)

FMS User Support
Procurement Technical Help Desk Analyst

Purchasing Card (P-Card) Program Administration & Training
Supplier Information Management

[Mrs. Sheila A. Hurst, Materials Management Support Specialist, 301-279-3814,Sheila_A_Hurst@mcpsmd.org](mailto:Sheila_A_Hurst@mcpsmd.org)

Assistance for New & Modernized School Furniture Purchases

[Mrs. Malee Martins, Buyer's Assistant II, 301-279-3636, Malee_M_Martins@mcpsmd.org](mailto:Malee_M_Martins@mcpsmd.org)

Office Depot Order Returns & Corrections

Change Order Management