

# Contact Information

**Departmental Email:** [lc purchasing@lee.edu](mailto:lc purchasing@lee.edu)

**Jonathan Harris, Director of Purchasing**

281.425.6818 | [jonharris@lee.edu](mailto: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](mailto: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**

281.425.6464 | [cmarron@lee.edu](mailto:cmarron@lee.edu)

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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