

Virginia Department of Corrections  
Headquarters Procurement Unit

**Buyer Commodity Assignment**

Fax: (804) 674-3541

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**Laura Bishop, VCM, CPPB**

*Director of Procurement & Risk Mgt.*

Phone: 804-887-8232

E-mail: [laura.bishop@vadoc.virginia.gov](mailto:laura.bishop@vadoc.virginia.gov)

eVA Administrator

Professional & Nonprofessional Services

Surplus Property Officer (Backup)

**Peter Batley, VCO, CPPB**

*Purchasing Manager*

Phone: 804-887-8233

E-mail: [peter.batley@vadoc.virginia.gov](mailto:peter.batley@vadoc.virginia.gov)

eVA Administrator

Professional & Nonprofessional Services

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**Cynthia Creed, VCO**

*Procurement Specialist Senior*

Phone: 804-887-8330

E-mail: [cynthia.creed@vadoc.virginia.gov](mailto:cynthia.creed@vadoc.virginia.gov)

Copiers

Environmental Services Support

Farmers Market/Agribusiness

Laboratory Supplies

Small Purchase Charge Card Administrator

*(Commodity Backup: Peter Batley)*

**Nicole Hicks, VCO**

*Procurement Specialist Senior*

Phone: 804-887-8224

E-mail: [nicole.hicks@vadoc.virginia.gov](mailto:nicole.hicks@vadoc.virginia.gov)

Faith-Based Services

Inpatient Substance Abuse Treatment Svcs.

Janitorial Services

Optometry Services

Residential Services

Sex Offender Treatment Services

*(Commodity Backup: Lisa Martinez)*

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**Cassandra Jackson, VCO**

*Procurement Specialist Senior*

Phone: 804-887-8225

E-mail: [cassandra.jackson@vadoc.virginia.gov](mailto:cassandra.jackson@vadoc.virginia.gov)

Commissary Programs

Complex Health Services

Lab/Medical Testing

Mental Health Professional Services

Pharmacy

Temporary Medical Services

*(Commodity Backup: Becky Shumaker)*

**Lisa Martinez, VCO**

*Procurement Specialist Senior*

Phone: 804-887-8253

E-mail: [lisa.martinez@vadoc.virginia.gov](mailto:lisa.martinez@vadoc.virginia.gov)

Evidence-Based Practices & Services

Information Technology Goods & Services

Interpreter Services

Polygraph Services

Satellite TV Services

VASAVOR

*(Commodity Backup: Nicole Hicks)*

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**Becky Shumaker, VCO**

*Procurement Specialist Senior*

Phone: 804-887-8231

E-mail: [becky.shumaker@vadoc.virginia.gov](mailto:becky.shumaker@vadoc.virginia.gov)

Dental Goods & Services

Building & Grounds Goods & Services

Physician Services

Radios/Radio Equipment

Security & Safety Goods & Services

Vending

*(Commodity Backup: Cassandra Jackson)*

**Kimberlee Hall, VCO**

*Buyer Specialist*

Phone: 804-887-8440

E-mail: [kimberlee.hall@vadoc.virginia.gov](mailto:kimberlee.hall@vadoc.virginia.gov)

Community MOA Co-Coordinator (even P&P)

Conference Services & Training Services

Drug Testing

Education

Food Service Goods & Services

Fuels

Mailing Systems

Medical & Dental Goods

Temp Services

Vehicles & Vehicle Repairs

*(Commodity Backup: Liz Jackson)*

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**Elizabeth Jackson, CPPB**

*Buyer Specialist*

Phone: 804-887-8461

E-mail: [elizabeth.jackson@vadoc.virginia.gov](mailto:elizabeth.jackson@vadoc.virginia.gov)

A & E Support

ACA Accreditation

Community MOA Co-Coordinator (odd P&P)

HIDTA

Outpatient Substance Abuse Services

Reentry & Program Services

Research Unit

Refuse & Waste Disposal Services

*(Commodity Backup: Kimberlee Hall)*

**Marco Trejo**

*Program Support Technician*

Phone: 804-887-8071

E-mail: [marco.trejo@vadoc.virginia.gov](mailto:marco.trejo@vadoc.virginia.gov)

Clothing (other than VCE)

Janitorial Supplies

Office Equipment & Maintenance

Office Supplies

VCE Goods & Services

VDC

VIB Products & Services

eVA State-Entered Vendors

*Small Purchase Charge Card Admin. (Backup)*

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**Michal Ketner, VCO**

*Compliance & Training Specialist*

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Procurement Compliance

Procurement Training

Surplus Property Officer

SWAM Coordinator