



Procurement Staff

TBD – Director of Procurement (561) 297-2917
 Melodi Ramtallie – Asst. Director of Procurement mramtallie@fau.edu (561) 297-6650
 TBD – Asst. Director of Accounts Payable (561) 297-3045
 Controller's Office phone number is 561-297-3080

Purchasing Staff					
Buyer	Backup	Review of Requisitions/Purchase Orders based on Commodities	Additional Tasks	Telephone	Email
Audrey Robinson	Boca Procurement Team	See Spend Categories Per Buyer excel	ITB, ITN, RFP, RFQ Change Orders	(561) 297-3128	arobin35@fau.edu
Sean Cunningham	Boca Procurement Team	See Spend Categories Per Buyer excel	ITB, ITN, RFP, RFQ Change Orders	(561) 297-3874	scunning@fau.edu
Christal Bakie	Boca Procurement Team	See Spend Categories Per Buyer excel	ITB, ITN, RFP, RFQ, Change Orders	(561) 297-2011	cbakie2017@fau.edu
Adam Kleinrock	Boca Procurement Team	See Spend Categories Per Buyer excel	ITB, ITN, RFP, RFQ, Change Orders	(561) 297-3126	akleinrock2019@fau.edu
Brittnay Lyttle	Boca Procurement Team	See Spend Categories Per Buyer excel	Public Record Request, Change Orders	(561) 297-3081	blyttle2015@fau.edu
Santosh Jacob	Boca Procurement team	See Spend Categories Per Buyer excel	Change Orders	(954)236-1240	sjacobs1@fau.edu
Randolph Gross	Boca Procurement team	See Spend Categories Per Buyer excel	Change Orders	(772)242-2213	Rgross@fau.edu
Ryan Gallahue	Christal Bakie	Supplier Onboarding	AP/Buyer backup	(561) 297-3123	Rgallahue2016@fau.edu
Accounts Payable Staff					
Accounting Clerk	Backup	Assigned Supplier Letters	Expense Reports Ending in last 2 digits	Telephone	Email
Audrey Robinson	Adam Kleinrock Brittnay Lyttle	CONSTRUCTION, Subcontracts, BOA Leasing, TD Equip. Finance & Gift Cards	N/A	(561) 297-3128	arobin35@fau.edu
Adeline Severe	Doris Demoreno	A, D, O, X, U & AP Inquiries (Monday & Friday)	00-14 & 90-99	(561) 297-3159	asevere2017@fau.edu
Doris Demoreno	Nadine Lilley	C, E, T, H, J Wire Attachements	55-66	(561) 297-0077	demoreno@fau.edu
Brittnay Lyttle	Adeline Severe	AP Inquiries (Wednesday)	31-42 & 15-30	(561) 297-	
Michelle Tornatore	Toni-Ann Mighty	I, M, R, W, Z F, L, S AP Inquiries (Thursday)	43-54 & 67-77	(561) 297-4432	mtornatore@fau.edu
Toni-Ann Mighty	Michelle Tornatore	B, K, N, P, Y, Q, V, G AP Inquiries (Tuesday)	90-99	(561) 297-2898	tmighty2013@fau.edu