



October 26, 2015

TO: Texas A&M AgriLife Unit Heads and Business Administrators

SUBJECT: Changes in AgriLife Administrative Services

*Please forward to appropriate staff.*

Please note the following changes in AgriLife Administrative Services.

**Cash Management/Accounts Receivable** – These offices have been consolidated and the new office is now called Banking and Receivables. Gwen Tucker [gwen.tucker@agnet.tamu.edu](mailto:gwen.tucker@agnet.tamu.edu) leads this new group as Manager.

**Property/Fleet** – With the recent retirement of Ralph Piper, Jared Kotch [jared.kotch@ag.tamu.edu](mailto:jared.kotch@ag.tamu.edu) has assumed leadership of the newly consolidated Office of Property and Fleet Management as Manager.

**Contracts** – Recent changes at SRS have provided opportunities for System Members to manage their own negotiation and contracting processes for industry/commodity/county grants and contracts. When implemented, this will result in a transfer of significant workload back to AgriLife. To manage this change, we will be adding 2-3 positions in the contract office. With this change also comes the decision to transfer the management of this office to Loree Lewis [lk-lewis@tamu.edu](mailto:lk-lewis@tamu.edu) who has been our primary contact person with SRS these past few years. All of the services the contract office has traditionally provided will continue to be in place.

For questions, please contact: Steve Schulze at 979-845-7879.

Texas A&M AgriLife Administrative Services | <http://agrilifeas.tamu.edu/>