

POST OFFICE BIN AUTHORITY

UPDATED 3/16/2023

PO BOX	BIN AUTHORITY	BIN #	AUTHORIZED BIN USERS (PICK UP)	Exceptions
	1-Natalie Truax Secondary contact: Zackery Keys	1	Zackery Keys, Darwyn Welsh, Jacob Moreau, Ledell Jones, Angela Leger-Foreman	
629	2-OS (Sandra Moses) Secondary contact:	2	Sandra Moses, Char Prentiss, Rudy Macklin, Laquetta Jarvis	
	3-OPH OP/Support Reginia Robinson Secondary contact:	3	Regina Robinson, Shirley Grimes-Holiday	
3214	4-OPH (Lizzie Armstrong) Secondary contact:	4	Lizzie Armstrong, Melinda Sweeney, Jaci Holliday	
3073	6-(Rochelle Grayer) Secondary contact: Janet Merritt	6	Rochelle Grayer Janet Merritt	
	7-Internal Audit (Dorothy Taylor)	7	Dorothy Taylor, Zetric Evans	
3767	9-HS (Tonja Colier) Secondary contact:	9	Janice Walter, Gaynell Jolla, Tonja Collier, Deborah Hall, Destinn O’Bear	
4489	10-OPH(Rolanda Durham-Gros)	10	Rolanda Durham-Gros, Danielle Bell, Catherine Williams, Nakia Tircuit, Alisha Coates	Oversized packages may be retrieved by Engineering (Lanae Robertson)
4049	12-OBH (BJ Stafford)	12	BJ Stafford, Misa Gosserand, , Ashley Bouchereau, Ailiyah Goings, Dominique Overstreet	
	13- LDH Pcard Administrators LDH OS/OMF Telecommunications LDH OS/OMF Property Manager LDH Bienville Building Mail Room LDH Safety/Security and Administrative Service	13	Susan Spell, SanTina Spears, Darcel Kelley, Aliseia Williams, Carmen Tanner, Nathan Vitale, Trina Hull, Jarred Robinson	

	LDH Contract/Procurement LDH Lease Coordinator			
2031	14-OAAS (Gaye Nell Dillard) Secondary contact: Lora Bennett	14	Gaye Nell Dillard, Kimberly Anderson, Margot Toussant, Morgan Kelley, Shalanda Murphy	
3118	15-OBH (Cynthia Atwood) Secondary contact: Ale Jester	15	Cynthia Atwood , Ale Jester	
3013	17-DOA/IT/TECH(Brian Dugas)	17	Brian Dugas Jessica Miller	
3836	20-Legal (Michelle Miley) Secondary contact: Kylie Bozeman	20	Michelle Miley Valerie Mitchell, Kylie Bozeman	
3117	21-OCDD (Jacquelyne Cobb) Secondary contact: Sarah Marshall	21	Jacquelyne Cobb Sarah Marshall, Nykisha Franklin, Mia Trench, Earlett Buckley	
3797	23-Financial (Karen Gardiner) Secondary contact: Venetia Clark	23	Karen Gardiner Venetia Clark, Chiquita Smothers, Sariah Rogers, Daisy Williams, Staci Kramer, Floydia "Gayle" Mitchell, Kyanitre Moore	
91030 & 2977	24-MVA (Carmen Valliere) Secondary contact: Connie Harris	24	Carmen Valliere, Connie Harris , Blair Daggs	
2501	25-OPH REG2 (Felicia Cook)	25	Felicia Cook, Donna Richards	
4818	28-HR/Payroll (Carolyn Taylor)	28	Carolyn Taylor Anita Kelly, Margaret Thompson	
91117	29-Payment Management(Quintesah Syas)	29	Quintesah Syas Katrina Johnson, , Alicia Sims, Vicki Breaux	
	31-Office of Women's Health(LaQuetta Jarvis)	31	LaQuetta Jarvis	
3558	33-BHSF/MES/Third Party Liability (TPL) Recovery	33	Becky Bach, Gwendolyn Williams, Janelle Sparks, Tabitha Lavergne	

4094	36- Contracts/Procurement: Paula Waguespack	36	Hanna J. Bahm, Paula Waguespack	
	Media/Communications			Forward to bin 2
	34-Business Analytics- Closed			Forward to bin 24
	5- Budget/Planning (Monique Cross)			Forward to bin # 36