

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Sarah Caton
First Name Middle Initial Last Name

Honoree's Job Title: Buyer Assistant

Department: Purchasing

Years of Service with the County: <1 year

Why the Honoree is receiving a GEM Award including dates:

Sarah has actively embraced her position as Buyer Assistant. Not only does she fulfill her duties with speed and accuracy, but she is also constantly seeking additional work. Management has received many kudos for Sarah from her coworkers.

Sarah redacted, digitized, and uploaded to Munis the current p-card holder paperwork of over 350 cardholders, making the running of the p-card programming more efficient for the p-card administrators.

To provide exemplary customer service to our departments, Sarah edited the April 14th Purchasing 101 video to exclude any lag time and attendee questions, then sent the edited version with the PowerPoint to participants who could not attend or who wished to have a copy.

Sarah is tasked with Interlocal Agreement (ILA) maintenance within the department. Due to her diligence, the department is on track and on time with ILAs and updated contacts, and in a better position than it has been in years, with over 40% of FY 22 Jail Services and Dispatch Services already on Agendas.

Approved by elected official or department head on the 16 day of July, 2021



Signature of Elected Official
Or Department Head

Michelle Charnoski, Purchasing Agent
Printed Name