

Purchasing Staff Duties by Name

Updated 04.20.22

Juana Cardenas, Buyer

CONSULTANTS
LEGAL SERVICES
RENTAL/LEASE-BLDGS
SUPPLIES - A/V
SUPPLIES - MATH
SUPPLIES - TESTING

Sheikia Wilson, Buyer

CONSULTANTS - PW
CONTRACTS - PW
CUPCCAA
SERVICES - MISC
SUPPLIES - MAINT/GROUNDS

Sandra Huerta, Buyer

APPLIANCES
COPIES & FAX
EQUIPMENT
EQUIPMENT - TECH
FURNITURE
MAINT AGREEMENTS
RENTAL/LEASE - EQUIP
REPAIRS - EQUIP

Lily Martin, Assistant Buyer

BOOKS
CONSULTANTS - < \$10K
CONTRACTS - RCOE
FIELD TRIPS
OPEN PO A - O
SUPPLIES - ART
SUPPLIES - ATHLETIC
SUPPLIES - LIBRARY
UNIFORMS

Sean Abe, Assistant Buyer

COMPUTER LICENSING/SFTWR
FOOD SVC
OPEN PO P - Z
SERVICES - PRINTING
SUBSCRIPTIONS
SUPPLIES - COMPUTER
SUPPLIES - MAIL
SUPPLIES - SCIENCE

Matt Sloan, Assistant Buyer

AWARDS
COMMENCEMENT
MEDICAL
SUPPLIES - CLASSROOM
SUPPLIES - CUSTODIAL
SUPPLIES - MEDICAL
SUPPLIES - MUSIC
SUPPLIES - OFFICE
VEHICLES/VEHICLE LEASING

TBD, Purchasing Assistant

AUCTIONS

Jennifer Brown, Admin Secretary

ADVERTISING
COMMUNICATIONS
CONSULTANTS - MTU
FEES - CALCARD
FEES & PERMITS
HOTEL RESERVE
INSURANCE
UTILITIES