

## Purchasing Services Categories

1.19.2021

Category Name	Category Description	Staff
ADVERTISING	All Advertising Costs	Lily
APPLIANCES	All Major and Small Appliances	Monica J
AWARDS	All Awards, Prizes, Trophies and Incentive Items	Monica R
BOOKS	All Books, eBooks, and Reference Materials	Juana
COMMENCEMENT	All Commencement Costs, including Diplomas, Gowns and any Graduation Costs	Lily
COMMUNICATIONS	All Telephone, Cell Phone and Radio Costs	Jennifer
COMPUTER LICENSE/SFTWR	All Computer Licensing, Software, Tech Support Services and Agreements	Juana
CONSTRUCTION	All Construction Related Costs	Monica J
CONSULTANTS	All Consultant Agreements and Provider Services Costs	Seandee
CONSULTANTS - MTU	All MTU Consultant Agreements and Services Costs	Lily
CONSULTANTS - PW	All Public Works Consultant Agreements and Service Costs	Monica J
CONSULTANTS - UNDER \$10k	All Non-Public Works Consultant Agreements and Services Costs UNDER \$10,000	Juana
CONTRACTS - PW	All Public Works Contracts - NO Technology Related Contracts	Monica J
CONTRACTS - RCOE	All Contracts for Riverside County Office of Education/Superintendent of Schools	Monica R
COPIERS & FAX	All Purchases of Copiers or Fax Machines	Martha
CUPCCAA	All Public Works Projects as a result of a CUPCCAA Bid	Martha
EQUIPMENT	All Equipment; anything with a Unit Cost of \$500 or more	Seandee
EQUIPMENT - TECH	All Technology Equipment; anything with a Unit Cost of \$500 or more	Seandee
FEES - CALCARD	Registration Fees paid by Purchasing Services' CalCard	Jennifer
FEES & PERMITS	All Fees and Permits - NO Conference, Workshop or Field Trip Costs	Monica R
FILED TRIPS	All Field Trip Costs, including Transportation, Tickets and Fees	Monica R
FOOD SVC	All Food Service, Supplies and Equipment Costs	Sean
FUEL	All Gasoline and Diesel Costs	Jennifer
FURNITURE	All Classroom and Office Furniture	Martha
HOTEL RESERVE	Hotel Reservations WHEN NO PO or CHECK is accepted	Jennifer
INSURANCE	All Medical, Dental and Property Insurance Premiums and Retiree Incentives	Lily
LEGAL SERVICES	All Legal Services provided to the District	Seandee
MAINT AGREEMENTS	All Service or Maintenance Agreements for Equipment	Martha
MEDICAL	All Medical, Dental and Healthcare Costs	Lily
OPEN A - O	Open PO's for Vendors starting with A thru O or numbers	Monica R
OPEN P - Z	Open PO's for Vendors starting with P thru Z	Lily
PORTABLES	All Portable Building and Relocatable Costs and Agreements	Monica J
RENTAL/LEASE - BLDGS	All Building Rental or Lease Costs	Monica J
RENTAL/LEASE - EQUIP	All Rentals or Leases of Equipment	Martha
REPAIRS - EQUIPMENT	All Equipment Repair Costs and Payments to Vendors	Seandee
SERVICES - MISC	All Miscellaneous Service Costs that do not fall under any other Category	Martha
SERVICES - PRINTING	All Printing and Reprographic Services	Lily
SUBSCRIPTIONS	All Paper and Electronic Newspaper and Magazine Subscriptions	Juana
SUPPLIES - ART	All Art Supplies and Materials - NO Equipment	Monica R
SUPPLIES - ATHLETIC	All Athletic Supplies and Materials - NO Equipment	Monica R
SUPPLIES - AUDIO VISUAL	All Audio Visual Supplies and Materials - NO Equipment	Juana
SUPPLIES - COMPUTER	All Computer and Printer Supplies - NO Equipment	Seandee
SUPPLIES - CUSTODIAL	All Custodial Supplies - NO Equipment	Juana
SUPPLIES - LIBRARY	All Library Supplies and Materials - NO Equipment	Juana
SUPPLIES - MAIL	All Mail, Postage and Related Supplies	Juana
SUPPLIES - MAINT/GROUNDS	All Maintenance and Grounds Supplies - NO Equipment	Jennifer
SUPPLIES - MATH	All Math Class Supplies and Instructional Materials - NO Equipment	Monica R
SUPPLIES - MEDICAL	All Medical Supplies and Materials - NO Equipment	Jennifer
SUPPLIES - MUSIC	All Music Supplies and Materials - NO Equipment	Lily

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Category Name	Category Description	Staff
SUPPLIES - OFFICE	All Office Supplies and Materials - NO Equipment	Lily
SUPPLIES - SCIENCE	All Science Class Supplies and Instructional Materials - NO Equipment	Monica R
SUPPLIES - TESTING	All Testing and Assessment Supplies and Materials - NO Equipment	Juana
UNIFORMS	All Staff and Student Uniform and Shirt Costs for Purchases, Cleaning and Repairs	Monica R
UTILITIES	All Utility Costs	Jennifer
VEHICLES	All Vehicle Purchases	Monica J

## Purchasing Staff Duties by Name

### Martha Quintana, Senior Buyer

COPIERS & FAX  
 CUPCCAA  
 FURNITURE  
 MAIN AGREEMENTS  
 RENTAL/LEASE - EQUIP  
 SERVICES - MISC  
*Contract Processing*  
*CUPCCAA Projects*  
*Departmental Procedures*  
*Department Webpage*  
*Galaxy Training*  
*Legal Bids - Supplies/Equip, Service*  
*Online System Management*  
*Piggyback/Contract Compliance*  
*Purchasing Year End Calendar*  
*RCOE Liaison*  
*Requests for Proposals*

### Lily Martin, Assistant Buyer

ADVERTISING  
 COMMENCEMENT  
 CONSULTANTS - MTU  
 INSURANCE  
 MEDICAL  
 OPEN PO P - Z  
 SERVICES - PRINTING  
 SUPPLIES - OFFICE  
 SUPPLIES - MUSIC  
*Assist Buyers, as needed*  
*Contract Setup/Break Down*  
*Department Phones (backup)*  
*DIR Reporting*  
*PO/Contract Distribution*  
*Vendor Maintenance (backup)*

### Juana Cardenas, Assistant Buyer

BOOKS  
 COMPUTER LICENSING/SFTWR  
 CONSULTANTS - < \$10K  
 SUBSCRIPTIONS  
 SUPPLIES - A/V  
*Asset Management/Reconciliation*  
*Assist Buyers, as needed*  
*Contract Setup/Break Down*  
*Department Phones (backup)*

### Monica Jimenez Orozco, Buyer

APPLIANCES  
 CONSTRUCTION  
 CONSULTANTS - PW  
 CONTRACTS - PW  
 PORTABLES  
 RENTAL/LEASE-BLDGS  
 VEHICLES  
*Contract Processing*  
*Department Webpage (backup)*  
*Legal Bids - Public Works*  
*PreQualification Approvals*  
*Piggyback/Contract Compliance*  
*Public Works Projects*  
*RBA Form Routing (Martha)*  
*Requests for Proposals*  
*Requests for Proposals*  
*Vendor Maintenance (backup)*

### Monica Rizya, Assistant Buyer

AWARDS  
 CONTRACTS - RCOE  
 FEES & PERMITS  
 FIELD TRIPS  
 OPEN PO A - O  
 SUPPLIES - ART  
 SUPPLIES - ATHLETIC  
 SUPPLIES - MATH  
 SUPPLIES - SCIENCE  
 UNIFORMS  
*Assist Buyers, as needed*  
*Contract Setup/Break Down*  
*Department Phones (backup)*  
*DIR Reporting*  
*PO/Contract Distribution*

### Seandee Jackson, Buyer

CONSULTANTS  
 EQUIPMENT  
 EQUIPMENT - TECH  
 LEGAL SERVICES  
 REPAIRS - EQUIP  
 SUPPLIES - COMPUTER  
 VEHICLES  
*Contract Processing*  
*CUPCCAA (backup)*  
*Legal Bids - Supplies/Equip, Service*  
*eRate*  
*Piggyback/Contract Compliance*  
*Requests for Proposals*

### Jennifer Brown, Admin Secretary

COMMUNICATIONS  
 FEES - CALCARD  
 FUEL  
 HOTEL RESERVE  
 SUPPLIES - MAINT/GROUNDS  
 SUPPLIES - MEDICAL  
 UTILITIES  
*Assist Buyers, as needed*  
*Board Pages*  
*CalCard Purchases/Statement Files*  
*Dept. Budget and Supply Ordering*  
*Dept. Calendar, Files and Payroll*  
*Department Phones*  
*Facilities Task Force*  
*Mail Distribution*  
*Phone Line Orders - Analog*  
*PO/Contract Distribution*  
*Public Records Requests*  
*Travel Procedures*  
*Utility Startup/End Services*  
*Vendor Maint., SSSC/DIR Compliance*

### Sean Abe, Purchasing Assistant

FOOD SVC  
*Department Phones (backup)*  
*Returns to Vendor (except Book Orders)*  
*Records Requests/Scanning/Retention*  
*PO/Contract Distribution*  
*Discrepancies (Except Book Orders)*  
*Vendor DIR/SSSC Compliance*

\*\*Reprographic Charge Back - Repro/Fisal to Process

Effective 1/19/21