

Galaxy Categories

10/22/18

Category Name	Category Description	Staff
ADVERTISING	All Advertising Costs	Sheikia
APPLIANCES	Small and Large Appliances	Vacant
AWARDS	All Awards, Prizes, Trophies and Incentive Items	Monica R
BOOKS	All Books, eBooks and Reference Materials	Seandee
COMMENCEMENT	All Commencement Costs, Including Diplomas	Sheikia
COMMUNICATIONS	All Telephone, Cell Phone and Radio Costs	Jennifer
COMPUTER LICENSE/SFTWR	All Computer Licensing, Software, Tech Support Services/Agreements	Monica R
CONSTRUCTION	All Construction Related Costs	Monica J
CONSULTANTS	All Consultant Agreements and Services Cost OVER \$10,000	Vacant
CONSULTANTS - UNDER \$10K	All Consultant Agreements and Services Cost UNDER \$10,000	Sheikia
CONSULTANTS - MTU	All Consultant Agreements and Services for MTU Programs	Sheikia
CONSULTANTS - PW	All Consultant Agreement and Services Cost for Public Works	Monica J
CONTRACTS - PW	All Public Works Contracts - NO Technology Related Contracts	Monica J
CONTRACTS - RCOE	All Contracts with Riverside County Office of Education	Martha
COPIERS & FAX	All Purchases of Copiers or Fax Machines	Martha
CUPCCAA	All Public Works Contracts as a result of a CUPCCAA Bid	Martha
EQUIPMENT	All Equipment with a Unit Price of \$500+	Vacant
EQUIPMENT - TECH	All Technology Equipment with a Unit Price of \$500+	Seandee
FEES - CALCARD	Registration Fees paid by Purchasing Service's CalCard	Jennifer
FEES & PERMITS	All Fee and Permits - NO Conference/Workshop/Field Trip	Monica R
FIELD TRIPS	All Field Trip Costs, Including Transportation, Tickets, Fees	Monica R
FOOD SVC	All Food Service, Supplies and Equipment Costs	Monica R
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	Sheikia
MAINT AGREEMENTS	All Service or Maintenance Agreements for Equipment	Martha
MEDICAL	All Medical, Dental and Healthcare Costs	Sheikia
OPEN PO (A-O)	All Open Purchase Orders for vendors A thru O	Seandee
OPEN PO (P-Z)	All Open Purchase Orders for vendors P thru Z	Monica R
PORTABLES	All Portable Buildings and Relocatables Costs	Monica J
RENTAL/LEASE BLDGS	All Building Rental or Lease Costs	Monica J
RENTAL/LEASE EQUIP	All Equipment Rental or Lease Costs, including Copiers	Martha
REPAIRS - EQUIPMENT	All Equipment Repair Payments to Vendors	Sheikia
SERVICES - MISC	All Miscellaneous Service Costs	Monica J
SERVICES - PRINTING	All Printing, Reprographic Services, Business Cards, Name Badges	Sheikia
SUBSCRIPTIONS	All Paper and Electronic Newspaper/Magazine Subscriptions	Seandee
SUPPLIES - ART	All Art Supplies - NO Equipment	Monica R
SUPPLIES - ATHLETIC	All Athletic Supplies - NO Equipment	Monica R
SUPPLIES - AUDIO VISUAL	All Audio Visual Supplies - NO Equipment	Seandee
SUPPLIES - COMPUTER	All Computer and Printer Supplies - NO Equipment	Seandee
SUPPLIES - CUSTODIAL	All Custodial Supplies - NO Equipment	Monica R
SUPPLIES - LIBRARY	All Library Supplies - NO Equipment or Books	Seandee
SUPPLIES - MAIL	All Mail, Postage and Related Supply Costs	Sheikia
SUPPLIES - MAINT/GROUNDS	All Maintenance and Grounds Supplies - NO Equipment	Monica R
SUPPLIES - MATH	All Math Class supplies, manipulatives, etc. - NO equip/books	Ginger
SUPPLIES - MEDICAL	All Medical Supplies - NO Equipment	Sheikia
SUPPLIES - MUSIC	All Music Supplies - NO Equipment	Monica R
SUPPLIES - OFFICE	All Office Supplies - NO Equipment or Instructional Items	Sheikia
SUPPLIES - SCIENCE	All Science Class supplies - NO Equipment	Ginger
SUPPLIES - TESTING	All Testing and Assessment Supplies and Materials	Ginger
UNIFORMS	All Staff and Student Uniform and Shirt Costs, Cleaning and Repairs	Sheikia
UTILITIES	All Utilities Costs	Jennifer
VEHICLES	All Vehicle Purchases	Vacant

Purchasing Services Duties by Staff Name

Martha Quintana

Sr. Buyer/Contract Specialist

Ext. 4806127

CONTRACTS - RCOE
COPIERS & FAX
CUPCCAA
FURNITURE
MAINT AGREEMENTS
RENTAL/LEASE - EQUIPMENT
Contract Processing
Departmental Procedures
Department Webpage
Galaxy Purchasing Training
Legal Bids - Supplies/Equip/Svc
Online Systems Management
Purchasing Calendar
RCOE Liaison
Requests for Proposals

Jennifer Brown

Administrative Secretary

Ext. 4806133

COMMUNICATIONS
FEES - CALCARD
FUEL
HOTEL RESERVE
UTILITIES
Agreements Over \$10,000
Assist Buyers, as needed
Board Pages
CalCard Purchases/Statement Files
Contract Setup/Break Down
Department Budget
Department Calendar
Department Files
Department Payroll
Department Phones
Facilities Task Force
Mail Distribution
MicroStrategy Reports
Monitoring Supplies - Other
PO/Contract Distribution
Public Records Request
Travel Procedures
Vendor Maintenance

Monica Jimenez

Buyer/Contract Specialist

Ext. 4806128

CONSTRUCTION
CONSULTANTS - Public Works
CONTRACTS - Public Works
PORTABLES
RENTAL/LEASE - BLDGS
SERVICES - MISC.
BOE Request Approvals
Contract Processing
Department Webpage (Backup)
Legal Bids - Public Works
PreQualification Approvals
Public Works Projects
Requests for Proposals
Vendor Maintenance (backup)

Monica Rizya

Assistant Buyer

Ext. 4806132

AWARDS
COMPUTER LICENSING/SOFTWARE
FEES & PERMITS
FIELD TRIPS
FOOD SVC
P - Z OPEN PO's
SUPPLIES - ART
SUPPLIES - ATHLETIC
SUPPLIES - CUSTODIAL
SUPPLIES - MAINT/GROUNDS
SUPPLIES - MUSIC
Asset Management
Assist Buyers, as needed
Contract Setup/Break Down
Department Phones (backup)
DIR Reporting
PO/Contract Distribution

Ginger Kretz

Purchasing Assistant

Ext. 4801044

SUPPLIES - MATH
SUPPLIES - SCIENCE
SUPPLIES - TESTING
Asset Status Changes
Assist Whse Personnel, as needed
Department Files
Department Phones (Back up)
Department Requisition Entry
Returns to Vendors
Warehouse Discrepancies
Warehouse Restocking Orders
Warehouse Orders

Vacant Position

Buyer/Contract Specialist

Ext. 4806129

APPLIANCES
CONSULTANTS
EQUIPMENT
VEHICLES
Contract Processing
CUPCCAA (backup)
Legal Bids - Supplies/Equip/Svc
eRate
Legal Bids - Supplies/Equip/Svc
Piggyback/Contract Compliance
Requests for Proposals

Sheikia Wilson

Assistant Buyer

Ext. 4806131

ADVERTISING
COMMENCEMENT
CONSULTANTS - MTU
CONSULTANTS - UNDER \$10K
INSURANCE
MEDICAL
REPAIRS - EQUIP
SERVICES - PRINTING
SUPPLIES - MAIL
SUPPLIES - MEDICAL
SUPPLIES - OFFICE
UNIFORMS
Assist Buyers, as needed
Contract Setup/Break Down
Department Phones (backup)
DIR Reporting
PO/Contract Distribution
Textbook Inventory

Seandee Jackson

Assistant Buyer

Ext. 4806130

A - O OPEN PO's
BOOKS
EQUIPMENT - TECH
SUPPLIES - AUDIO VISUAL
SUPPLIES - COMPUTER
SUPPLIES - LIBRARY
SUBSCRIPTIONS
Assist Buyers, as needed
Contract Setup/Break Down
Department Phones (backup)
DIR Reporting
PO/Contract Distribution
Reprographics Charge Backs
Warehouse Orders (Backup)