

Purchasing Staff Duties by Name

Martha Quintana, Senior Buyer

Extension 4806127

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

Sheikia Wilson, Assistant Buyer

Extension 4806131

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

Monica Rizya, Assistant Buyer

Extension 4806132

AWARDS
 COMPUTER LICENSING/SFTWR
 FEES & PERMITS
 FIELD TRIPS
 OPEN PO A - O
 OPEN PO P - Z
 SUPPLIES - ART
 SUPPLIES - ATHLETIC

Monica Jimenez, Buyer

Extension 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
Piggyback/Contract Compliance
Public Works Projects
Requests for Proposals
Vendor Maintenance (backup)
Piggyback/Contract Compliance

Ginger Kretz, Assistant Buyer

Extension TBD

BOOKS
 FOOD SVC
 SUBSCRIPTIONS
 SUPPLIES - AUDIO VISUAL
 SUPPLIES - CUSTODIAL
 SUPPLIES - LIBRARY
 SUPPLIES - MAIL
 SUPPLIES - MAINT/GROUNDS
Asset Management/Reconciliation
Budget Transfers - Mail/Repro
Charge Backs - Mail/Repro
Department Files - Mail/Repro
Department Phones (backup)
Department Supply Orders - Mail/Repro
Destiny System Updates
Returns/Discrepancies - BOOKS Only
Textbook Inventory
School Dude Work Orders (backup)

Seandee Jackson, Buyer

Extension 4806129

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

Jennifer Brown, Admin Secretary

Extension 4806133

COMMUNICATIONS
 FEES - CALCARD
 FUEL
 HOTEL RESERVE
 UTILITIES
Agreements over \$10,000 Reporting
Assist Buyers, as needed
Board Pages
CalCard Purchases/Statement Files
Contract Setup/Break Down
Dept. Budget, Calendar, Files, Payroll
Department Phones
Department Supply Orders
Facilities Task Force
Mail Distribution
Monitoring SUPPLIES - OTHER
Phone Line Orders - Analog
PO/Contract Distribution
Public Records Requests
Travel Procedures
Vendor Correspondence
Vendor Maintenance

Vacant, Purchasing Assistant

Extension TBD

SUPPLIES - MATH
 SUPPLIES - SCIENCE
 SUPPLIES - TESTING
Asset Status Changes
Budget Transfers - Mail/Repro (backup)
Department Phones
Department Supply Orders (backup)
Req Entry - Mail/Repro/Transportation
Records Requests
School Dude Work Orders (backup)