

Category Name	Category Description	Staff
ADVERTISING	All Advertising Costs	Lily
APPLIANCES	All Major and Small Appliances	Seandee
AWARDS	All Awards, Prizes, Trophies and Incentive Items	Monica R
BOOKS	All Books, eBooks, and Reference Materials	Seandee
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	Monica R
CONSTRUCTION	All Construction Related Costs	(Martha)
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	(Martha)
CONSULTANTS - UNDER \$10k	All Non-Public Works Consultant Agreements and Services Costs UNDER \$10,000	Lily
CONTRACTS - PW	All Public Works Contracts - NO Technology Related Contracts	(Martha)
CONTRACTS - RCOE	All Contracts for Riverside County Office of Education/Superintendent of Schools	Martha
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	Jennifer
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
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	Monica R
PORTABLES	All Portable Building and Relocatable Costs and Agreements	(Seandee)
RENTAL/LEASE - BLDGS	All Building Rental or Lease Costs	(Seandee)
RENTAL/LEASE - EQUIP	All Rentals or Leases of Equipment	Martha
REPAIRS - EQUIPMENT	All Equipment Repair Costs and Payments to Vendors	Lily
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	Jennifer
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	Sean
SUPPLIES - COMPUTER	All Computer and Printer Supplies - NO Equipment	Sean
SUPPLIES - CUSTODIAL	All Custodial Supplies - NO Equipment	Sean
SUPPLIES - LIBRARY	All Library Supplies and Materials - NO Equipment	Seandee
SUPPLIES - MAIL	All Mail, Postage and Related Supplies	Sean
SUPPLIES - MAINT/GROUNDS	All Maintenance and Grounds Supplies - NO Equipment	Jennifer
SUPPLIES - MATH	All Math Class Supplies and Instructional Materials - NO Equipment	Sean
SUPPLIES - MEDICAL	All Medical Supplies and Materials - NO Equipment	Jennifer
SUPPLIES - MUSIC	All Music Supplies and Materials - NO Equipment	Lily
SUPPLIES - OFFICE	All Office Supplies and Materials - NO Equipment	Lily

(Temporarily)

## Purchasing Services Categories

07.2020

Category Name	Category Description	Staff
SUPPLIES - SCIENCE	All Science Class Supplies and Instructional Materials - NO Equipment	Sean
SUPPLIES - TESTING	All Testing and Assessment Supplies and Materials - NO Equipment	Sean
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	Seandee

## Purchasing Staff Duties by Name

### Martha Quintana, Senior Buyer

**CONTRACTS - RCOE**  
**COPIERS & FAX**  
**CUPCCAA**  
**FURNITURE**  
**MAIN AGREEMENTS**  
**RENTAL/LEASE - EQUIP**  
*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 - < \$10K**  
  
**CONSULTANTS - MTU**  
**INSURANCE**  
**MEDICAL**  
**REPAIRS - EQUIP**  
**SUPPLIES - MUSIC**  
**SUPPLIES - OFFICE**  
**SERVICES - PRINTING**  
*Assist Buyers, as needed*  
*Contract Setup/Break Down*  
*Department Phones (backup)*  
*DIR Reporting*  
*PO/Contract Distribution*

### Assistant Buyer - ON HOLD

*Destiny System Updates*  
*Textbook Inventory*  
*Asset Management/Reconciliation*  
*Asset Status Changes*

### Monica Jimenez, Buyer

**CONSTRUCTION** *(Martha)*  
**CONSULTANTS - PW** *(Martha)*  
**CONTRACTS - PW** *(Martha)*  
**PORTABLES** *(Seandee)*  
**RENTAL/LEASE-BLDGS** *(Seandee)*  
**SERVICES - MISC** *(Martha)*  
*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**  
**COMPUTER LICENSING/SFTWR**  
**FEES & PERMITS**  
**FIELD TRIPS**  
**OPEN PO A - O**  
**OPEN PO P - Z**  
**SUPPLIES - ART**  
**SUPPLIES - ATHLETIC**  
**UNIFORMS**  
*Assist Buyers, as needed*  
*Contract Setup/Break Down*  
*Department Phones (backup)*  
*DIR Reporting*  
*PO/Contract Distribution*

### Sean Abe, Purchasing Assistant

**SUPPLIES - A/V**  
**SUPPLIES - COMPUTER**  
**SUPPLIES - CUSTODIAL**  
**SUPPLIES - MAIL**  
**SUPPLIES - MATH**  
**SUPPLIES - SCIENCE**  
**SUPPLIES - TESTING**  
*Assist Buyers, as needed*  
*Department Phones (backup)*  
*DIR Reporting*  
*Records Requests*  
*PO/Contract Distribution*

### Seandee Jackson, Buyer

**APPLIANCES**  
**BOOKS**  
**CONSULTANTS**  
**EQUIPMENT**  
**EQUIPMENT - TECH**  
**SUPPLIES - LIBRARY**  
**VEHICLES**  
*Contract Processing*  
*CUPCCAA (backup)*  
*Legal Bids - Supplies/Equip, Service*  
*eRate*  
*Piggyback/Contract Compliance*  
*Requests for Proposals*  
*Returns/Discrepancies for Books*

### Jennifer Brown, Admin Secretary

**COMMUNICATIONS**  
**FEES - CALCARD**  
**FOOD SVC**  
**FUEL**  
**HOTEL RESERVE**  
**SUBSCRIPTIONS**  
**SUPPLIES - MAINT/GROUNDS**  
**SUPPLIES - MEDICAL**  
**UTILITIES**  
*Assist Buyers, as needed*  
*Board Pages*  
*Budget Transfers - Mail/Repro*  
*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*  
*Reprographics Charge Backs*  
*Travel Procedures*  
*Utility Startup/End Services*  
*Vendor DIR/SSSC Compliance*  
*Vendor Maintenance*