

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

VACANT Assistant Buyer

ADVERTISING (*Temp: Jennifer*)
COMMENCEMENT (*Temp: Monica R*)
CONSULTANTS - MTU (*Temp: Ginger*)
CONSULTANTS - < \$10K (*Temp: Seandee*)
INSURANCE (*Temp: Sean*)
MEDICAL (*Temp: Sean*)
REPAIRS - EQUIP (*Temp: Monica J*)
SUPPLIES - MEDICAL (*Temp: Monica R*)
SUPPLIES - OFFICE (*Temp: Martha*)
SERVICES - PRINTING (*Temp: Ginger*)
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 - MAIL
SUPPLIES - MATH
SUPPLIES - SCIENCE
SUPPLIES - TESTING
Assist Buyers, as needed
Department Phones (backup)
DIR Reporting
Records Requests
PO/Contract Distribution

Monica Jimenez, Buyer

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)

Ginger Kretz, Assistant Buyer

BOOKS
FOOD SVC
SUBSCRIPTIONS
SUPPLIES - CUSTODIAL
SUPPLIES - LIBRARY
SUPPLIES - MAINT/GROUNDS
Budget Transfers - Mail/Repro
Dept. Charge Backs
Dept. Files - Warehouse
Dept. Phones
Dept. Supply Orders - Mail/Repro
Destiny System Updates
FedEx/UPS Incoming Mail
PO/Contract Distribution
Returns/Discrepancies - BOOKS Only
Textbook Inventory

Seandee Jackson, Buyer

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

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
Utility Startup/End Services
Vendor Correspondence
Vendor Maintenance

Monica Rizya, Assistant Buyer

AWARDS
COMPUTER LICENSING/SFTWR
FEES & PERMITS
FIELD TRIPS
OPEN PO A - O
OPEN PO P - Z
SUPPLIES - ART
SUPPLIES - ATHLETIC
SUPPLIES - MUSIC
UNIFORMS
Assist Buyers, as needed
Contract Setup/Break Down
Department Phones (backup)
DIR Reporting
PO/Contract Distribution