

# PURCHASING COMMODITY ASSIGNMENTS – 2014/2015

Purchasing Department, Main Line (619) 588-3010

*Sharon Clay, Purchasing & Warehouse Manager, (619) 588-3266*

Sherill Kelsen Senior Buyer 588-3001	Amanda Cropp Buyer 579-4866	Theresa Svacina Buyer 588-3641	Patti Olah Asst. Buyer 590-8897	Karen Henry Purchasing Clerk II, 588-3610
<ul style="list-style-type: none"> <li>• Cellular Phones</li> <li>• Computer Hardware (Apple &amp; PC)</li> <li>• Computer Components (Memory, Apple Accessories, etc.)</li> <li>• Construction Bids as Assigned</li> <li>• Copiers, purchase of, Maintenance contracts, monitoring</li> <li>• Digital Duplicators, Leasing of, Contracts, monitoring, supplies</li> <li>• Furniture</li> <li>• Maintenance Contracts &amp; Service Contracts</li> <li>• Marquees</li> <li>• Network Hardware (Routers, Servers, Switches, etc.)</li> <li>• Whiteboards</li> </ul>	<ul style="list-style-type: none"> <li>• Appliances (Refrigerators, Microwaves, Washer/Dryers, etc.)</li> <li>• Art Supplies &amp; Equipment</li> <li>• Batteries</li> <li>• Classroom/Office Supply Bid</li> <li>• Computer Peripherals (Keyboards, Keyboard drawers)</li> <li>• Computer Software &amp; Contracts (other than Microsoft and Adobe)</li> <li>• Construction Bids, as assigned</li> <li>• Custodial Bid, Supplies, Equipment</li> <li>• Fax Machines</li> <li>• Instructional Supplies/Equipment</li> <li>• Maps and Globes</li> <li>• Music Supplies &amp; Equipment</li> <li>• Office Equipment &amp; Annual Contracts</li> <li>• Paper</li> <li>• Postage &amp; Meter Machine Contracts</li> <li>• Public Works Contracts, as assigned</li> <li>• Scanners</li> <li>• Science Supplies &amp; Equipment</li> <li>• Shredders</li> <li>• Stock Operations                             <ul style="list-style-type: none"> <li>- Reorder Report</li> <li>- Weekly Ordering of Custodial, Office Supplies</li> </ul> </li> <li>• Typewriters</li> <li>• Two Way Radios (Motorola)</li> </ul>	<ul style="list-style-type: none"> <li>• Audio Visual Equipment (Misc - BoomBoxes, Digital Cameras, Televisions, DVD/VCR combo's, etc.)</li> <li>• Child Nutrition Bids</li> <li>• Child Nutrition Equipment</li> <li>• Construction Bids, as assigned</li> <li>• Custom Orders (T-Shirts, Banners, etc.)</li> <li>• Disaster &amp; Safety Equipment</li> <li>• Document Cameras</li> <li>• Grounds &amp; Maintenance Supplies, Equipment, PO's, Annual Contracts</li> <li>• Health Supplies &amp; Equipment</li> <li>• Lamps/Projector Lamps</li> <li>• Lamp Bids for NCEPC</li> <li>• Mats/Mops/Towels/Uniform Service</li> <li>• P.E. Supplies/Equipment</li> <li>• Playground Equipment &amp; Bids</li> <li>• Printers (Laser, Inkjet, All-in-one scan/fax/copy/printers)</li> <li>• Projectors</li> <li>• Public Works Contracts, as assigned</li> <li>• School Planners</li> <li>• Stock Operations                             <ul style="list-style-type: none"> <li>- Weekly Ordering of Health &amp; PE Supplies</li> </ul> </li> <li>• Special Education Clinical/ Assessment Materials</li> <li>• Storage Containers &amp; Sheds</li> <li>• Vehicle Washing Service</li> <li>• Warehouse Supplies &amp; Equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Assemblies &amp; Field Trips</li> <li>• Award &amp; Incentives, Oriental Trading</li> <li>• Books, Textbooks</li> <li>• Bottled Water</li> <li>• Cal Card Monthly Statements</li> <li>• Copier/Duplicators Supplies (staples, tape)</li> <li>• Extended Day Supplies</li> <li>• IMC/Library Supplies &amp; Equipment</li> <li>• Long-Range Planning PO's</li> <li>• Memberships &amp; Permits</li> <li>• Office Equipment, Small (Calculators, Hole Punch, Electric Staplers, Paper Cutters, etc.)</li> <li>• Office Supplies/Office Depot Orders</li> <li>• Printer Cartridges-Ink/Toner</li> <li>• Reimbursement Purchase Orders</li> <li>• Safety Patrol Supplies</li> <li>• Scantron Forms</li> <li>• Software – Microsoft &amp; Adobe only</li> <li>• Stamps, Rubber/Self-inking</li> <li>• Subscriptions</li> <li>• Warehouse Requisitions for Purchasing Dept. – Supply Cabinet Stocking</li> </ul>	<ul style="list-style-type: none"> <li>• Accounts Payable</li> <li>• Confirming Invoice Purchase Orders</li> <li>• Certification of Insurance Filing</li> <li>• Discrepancies and Follow Up</li> <li>• FedEx Billing/Statement</li> <li>• Filing, Purchase Orders</li> <li>• Filing of Invoice Attachments to Warranty Repairs</li> <li>• Follow Up with Vendors</li> <li>• Mail for Department (take &amp; pick up from Warehouse)</li> <li>• Matching and Preparation of Invoices for Payment</li> <li>• Monthly Service P.O. Payments</li> <li>• Open Account P.O. Payments</li> <li>• Petty Cash Reconciliation</li> <li>• Posting of Receiving</li> <li>• Receptionist for Department</li> <li>• Return Bins</li> <li>• Shopping P.O.'s</li> <li>• Stock Operations:                             <ul style="list-style-type: none"> <li>- Aging Reports</li> <li>- Adjustments</li> <li>- Posting</li> <li>- Receiving</li> </ul> </li> <li>• Vons Cards &amp; Matching of Statements</li> <li>• Work Orders for Department</li> </ul>