

PURCHASING COMMODITY ASSIGNMENTS

Purchasing Department, Main Line (619) 588-3010

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Teri Svacina Senior Buyer 588-3001 svacinat@cajonvalley.net	Amanda Cropp Buyer 579-4866 cropp@cajonvalley.net	Patti Olah Buyer 588-3641 olah@cajonvalley.net	Karen Henry Asst. Buyer 590-8897 henryk@cajonvalley.net	Katrina Shaw Purchasing Clerk II 588-3610 duarteshawk@cajonvalley.net
<ul style="list-style-type: none"> • Cellular Phones • Computer Hardware (Apple & PC) • Computer Components (Memory, Accessories, etc.) • Computer Peripherals (Keyboards, Keyboard drawers) • Construction Bids, as Assigned • Copiers, purchase of, Maintenance contracts, monitoring, supplies (staples) • Digital Duplicators, Leasing of, Contracts, monitoring, supplies (tape) • Furniture (Classroom & Office) • Lunch Tables • Service Contracts for technology • Marquees • Network Hardware (Routers, Servers, Switches, etc.) • Whiteboards 	<ul style="list-style-type: none"> • Appliances (Refrigerators, Microwaves, Washer/Dryers, etc.) • Art Supplies & Equipment • Classroom/Office Supply Bid • Construction Bids, as assigned • Custodial Bid, Supplies, Equipment • Fax Machines • Instructional Supplies/Equipment • Instruments, Music Supplies • Laminators • Legos • Paper • Postage & Meter Machine Contracts • Public Works Contracts, as assigned • Robotics • Scanners • Science Supplies & Equipment • Shredders • Software & Contracts • Stock Operations <ul style="list-style-type: none"> - Reorder Report - Weekly Ordering of Custodial, Office Supplies • Two Way Radios (Motorola) 	<ul style="list-style-type: none"> • Annual Contract PO's • Audio Visual Equipment (Cameras, Document Cameras, Projectors, Sound/Video Equipment, Televisions, , etc.) • Child Nutrition Bids • Child Nutrition Equipment • Construction Bids, as assigned • Custom Orders (Awards, T-Shirts, etc.) • Disaster & Safety Equipment • Grounds Equipment • Health Supplies & Equipment • Lamps/Projector Lamps • Mats/Mops/Towels/Uniform Service • P.E. Supplies/Equipment • Playground Equipment & Bids • Projector Lamp bid for NCEPC • Public Works Contracts, as assigned • Stock Operations <ul style="list-style-type: none"> - Weekly Ordering of Health & PE Supplies • Storage Containers & Sheds • Vehicle Washing Service • Warehouse Supplies & Equipment • Printers (Laser, Inkjet, All-in-one scan/fax/copy/printers) 	<ul style="list-style-type: none"> • Amazon • Assemblies • Awards & Incentives • Books, Textbooks • Bottled Water Service • Field Trips • IMC/Library Supplies & Equipment • Independent Contractor Agreements • Memberships & Permits • Office Equipment, Small (Calculators, Hole Punch, Electric Staplers, Paper Cutters, etc.) • Office Supply orders • Printer Cartridges-Ink/Toner • Safety Patrol Supplies • Scantron Forms <ul style="list-style-type: none"> • Special Education Clinical/ Assessment Materials • Stamps, Rubber/Self-inking • Subscriptions • Warehouse Requisitions for Purchasing Dept. – Supply Cabinet Stocking 	<ul style="list-style-type: none"> • Annual Contract P.O. Payments • Confirming Invoice Purchase Orders • Discrepancies • FedEx • Insurance Recordkeeping • Invoice Processing • Mail for Department • Order Status / Follow-up • Receiving • Receptionist for Department • Returns • Shopping P.O.'s • Stock Operations: <ul style="list-style-type: none"> - Aging Reports - Adjustments - Posting - Receiving • Warranty Repairs

Additional information as well as access to forms and documentation can be found on the Staff Intranet <https://www.cajonvalley.net/pricing> for our competitive products and pricing guide