

## PURCHASING ASSIGNMENTS 2023/24

The Purchasing Department is currently undergoing a reorganization. Please refer to the chart below to find the correct deparmental contact.

Buyer	Contract Specialist	Buyer	Assistant Buyer	Purchasing Assistant	Administrative Assistant
Vacant 700-3641	Dawn Vega 700-3001 <a href="mailto:vegad@cajonvalley.net">vegad@cajonvalley.net</a>	Katrina Duarte Shaw 700-8897 <a href="mailto:duarteshawk@cajonvalley.net">duarteshawk@cajonvalley.net</a>	Yvonne Young 700-4866 <a href="mailto:youngy@cajonvalley.net">youngy@cajonvalley.net</a>	Claudia Urueta 700-3610 <a href="mailto:invoices@cajonvalley.net">invoices@cajonvalley.net</a>	Kellie Lauhon-Pilchen 700-3266 <a href="mailto:lauhonpilchenk@cajonvalley.net">lauhonpilchenk@cajonvalley.net</a>
<p>Requisitions (special orders for materials, equipment, technology, software, annual contracts) for the following school sites and departments:</p> <ul style="list-style-type: none"> <li>•Anza</li> <li>•Avocado</li> <li>•Blossom Valley</li> <li>•Bostonia Global Ele.</li> <li>•BGHS</li> <li>•CVMS</li> <li>•Chase</li> <li>•Crest</li> <li>•Empower</li> <li>•Flying Hills</li> <li>•Home School</li> <li>•Information Technologies</li> <li>•Logistics</li> <li>•Long Range Planning</li> <li>•Print Shop</li> <li>•Transportation</li> </ul> <p><b>Specialty Contracts for all sites &amp; departments</b></p> <ul style="list-style-type: none"> <li>•Cell Phones</li> <li>•Duplicators</li> </ul>	<p>Requisitions (special orders for materials, equipment, technology, software, annual contracts) for the following school sites and departments:</p> <ul style="list-style-type: none"> <li>•Fuerte</li> <li>•Greenfield</li> <li>•Hillsdale</li> <li>•Jamacha</li> <li>•Johnson</li> <li>•Lexington</li> <li>•Los Coches Creek</li> <li>•Madison</li> <li>•Business Services</li> <li>•Fiscal Services</li> <li>•IMC (special Items)</li> <li>•Maintenance</li> <li>•Personnel</li> </ul> <p><b>Specialty Contracts for all sites &amp; departments</b></p> <ul style="list-style-type: none"> <li>•Sharp Copiers</li> <li>•Xerox</li> </ul>	<p>Requisitions (special orders for materials, equipment, technology, software, annual contracts) for the following school sites and departments:</p> <ul style="list-style-type: none"> <li>•Magnolia</li> <li>•Meridian</li> <li>•Montgomery</li> <li>•Naranja</li> <li>•Rancho San Diego</li> <li>•Rios</li> <li>•Sevick</li> <li>•Vista Grande</li> <li>•W.D. Hall</li> <li>•Child Nutrition</li> <li>•Ed Services</li> <li>•Special Education</li> <li>•Extended Day Program</li> <li>•Health Services</li> <li>•Preschool</li> <li>•Superintendent</li> </ul> <p><b>Specialty Contracts for all sites &amp; departments</b></p> <ul style="list-style-type: none"> <li>•Radios</li> <li>•Postage &amp; Meters</li> </ul>	<p>•IMC routine textbook &amp; library book orders</p> <p>•Shopping PO's for all departments and schools.</p> <p><b>eProcurement</b></p> <ul style="list-style-type: none"> <li>•Amazon</li> <li>•Complete Books</li> <li>•Fun &amp; Function</li> <li>•Grainger</li> <li>•Lakeshore</li> <li>•Michaels</li> <li>•Really Good Stuff</li> <li>•School Specialty</li> <li>•Independent Contractor Agreements/Assemblies</li> <li>•Field Trips</li> <li>•Subscriptions</li> </ul> <p><b>Specialty Contracts for all sites &amp; departments</b></p> <ul style="list-style-type: none"> <li>•Bottled Water</li> </ul>	<p>•Confirming requisitions for all schools and departments.</p> <p><b>eProcurement</b></p> <ul style="list-style-type: none"> <li>•Daily Receiving Reports</li> <li>•Discrepancy Issues</li> <li>•Invoice Processing</li> <li>•Returns</li> <li>•Warranty Issues</li> </ul>	<p>•eProcurement Support</p> <p>• General department questions</p>