

PURCHASING ASSIGNMENTS 2023/24

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

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