

PURCHASING ASSIGNMENTS 2024

Contract Specialist	Buyer	Buyer	Assistant Buyer	Purchasing Assistant	Administrative Assistant
Dawn Vega ext. 7003001 vegad@cajonvalley.net	Katrina Duarte Shaw ext. 7008897 duarteshawk@cajonvalley.net	Yvonne Young ext. 7003641 youngy@cajonvalley.net	Paige Hokenson ext. 7004866 hokensonp@cajonvalley.net	Claudia Urueta ext. 7003610 invoices@cajonvalley.net	Kellie Lauhon-Pilchen ext. 7003266 lauhonpilchenk@cajonvalley.net
Requisitions (special orders for materials, equipment, technology, software, annual contracts) for the following school sites and departments:			• Shopping PO's for all departments and schools.	• Confirming requisitions for all schools and departments.	• General department questions
<ul style="list-style-type: none"> • Long Range Planning • Maintenance <p style="text-align: center;">Specialty Contracts for all sites & departments</p> <ul style="list-style-type: none"> • Cell Phones • Duplicators • Furniture • E-Rate • Postage & Meters • Radios • Sharp Copiers • Xerox 	<p>School Sites</p> <ul style="list-style-type: none"> • Anza • Avocado • Blossom Valley • Chase • Crest • Fuerte • Flying Hills • Madison • Magnolia • Meridian • Naranja • Rancho San Diego • Rios • Vista Grande • W.D. Hall <p>Departments</p> <ul style="list-style-type: none"> • Child Nutrition • Fiscal Services • IMC • Information Technologies • Logistics • Personnel • Print Shop • Transportation • Superintendent <p>Warehouse Stock: General Supplies Health Supplies</p>	<p>School Sites</p> <ul style="list-style-type: none"> • Bostonia Global Elementary • Bostonia Global High School • Cajon Valley Middle School • Empower • Greenfield Middle School • Hillsdale Middle School • Home School • Jamacha • Los Coches Creek Middle School • Montgomery Middle School • Sevick <p>Departments</p> <ul style="list-style-type: none"> • Business Services • Ed Services • EDP • Health Services • State Preschool • Camp Cajon <p>Warehouse Stock: Custodial Supplies P.E. Supplies</p>	<p>eProcurement</p> <ul style="list-style-type: none"> • Amazon • Complete Books • Fun & Function • Lakeshore • Michaels • Really Good Stuff • School Specialty • Southwest • Wards <p>• Independent Contractor Agreements/Assemblies</p> <p>• Field Trips</p> <p>• Print Subscriptions</p> <p>Specialty Contracts for all sites & departments</p> <ul style="list-style-type: none"> • Bottled Water 	<p>Invoice Processing</p> <ul style="list-style-type: none"> • Discrepancy Issues • Returns • Warranty Issues 	<p>eProcurement</p> <ul style="list-style-type: none"> • EqualLevel Support • Receiving Support