

PURCHASING DEPARTMENT

Shamica R. Nance, Sr. Director

Shamica.Nance@fUSD.net

(909) 357-5000 Ext. 29020

SECRETARY RESPONSIBILITIES:

Nikki McCoy – Ext. 29020

mcconi@fUSD.net

Conferences / Travel

PTA/ASB Contracts

Consultant Agreements

“SENIOR BUYER” COMMODITY RESPONSIBILITIES:

Brandy Cuttress – Ext. 29021

brandy.cuttress@fUSD.net

Consultant Agreements

Leases / Rentals

Maintenance Projects

Computers / Printers/ Copiers

Fire Alarms

Fuel/Fuel Cards

Furniture

New Construction Projects

Portable Classrooms

Software /Peripherals

Technology/E-rate

Telephones/Cell Phones

“BUYER” COMMODITY RESPONSIBILITIES:

Matthew Rudoll – Ext. 29016

rudoma@fUSD.net

Carpet/flooring

Consultant Agreements

Elevator Inspection

Marquees

Office & Classroom Supplies

Plumbing

Radio Equipment

Roofing

Shade Structures

Shop/Grounds equipment

Tires

Vehicles

Norma Reyes – Ext. 29022

reyene@fUSD.net

Appliances

Asbestos/Lead Abatement Partitions

Athletics

Bleachers

Blinds/window coverings

Consultant Agreements

Musical Instruments

Painting

Paving/Asphalt

Pest Control Contracts

Portable Restrooms

Storage Containers

Workers Comp

Tracie Reading – Ext. 29018

readtd@fUSD.net

Audio Visual Equipment

Consultant Agreements

Custodial

Equipment/Supplies

Disaster Supplies

Electrical

Fencing

HVAC

Playground Equipment

Science Equipment/Supplies

Transportation

*Waste/Rubbish Removal

Monique Farrugia – Ext. 29019

farrmm@fUSD.net

All purchases related to Food Services Dept.

Consultant Agreements Travel/Conference

Food Services Bids Food Services Requisitions

PURCHASING CLERK RESPONSIBILITIES:

Jessica Figueroa-Ochoa – Ext. 29012

figuim@fUSD.net

Purchasing Orders (A-G)

Stephanie Lopez – Ext. 29034

lopesy@fUSD.net

Purchase Orders (H-N)

Jaimie Hernandez –Ext. 29398

hernja@fUSD.net

Purchase Orders (O-Z)

FORMAL BID LIMITS:

Equipment/Supplies/Services = \$114,500* (excluding library books, textbooks, etc.)

Public Works = \$60,000** (most construction projects, standalone marquees, etc.) *changes in January each year

**Uniform Construction Cost Accounting procedures