

PURCHASING DEPARTMENT

Brandy Cuttress, Director

brandy.cuttress@fusd.net

(909) 357-5000 Ext. 29020

SECRETARY RESPONSIBILITIES:

Raquel Abundis (abunra@fusd.net) – Ext. 29020

Conferences / Travel

Consultant Agreements

“SENIOR BUYER” COMMODITY RESPONSIBILITIES:

Marycruz Perez– Ext. 29022 (perema@fusd.net)

Annual Contracts

Bleachers

Child Nutrition Bids

Computers / Printers/ Copiers

CTE

DSA Inspectors

Electrical

Fuel

Furniture

Leases / Rentals

Maintenance Projects

New Construction Projects

Office & Classroom Supplies

Portables

Software /Peripherals

Technology/E-Rate

Telephones / Cell Phones

Vehicles

“BUYER” COMMODITY RESPONSIBILITIES:

Anakali De Los Santos – Ext. 29021 (deloan@fusd.net)

Annual Contracts

Appliances

Architects

Athletics

Asbestos / Lead Abatement Partitions

Attorneys

Carpet / Floor Covering

Fire Alarms

Maintenance Projects

Marquees

Musical Instruments

New Construction Projects

Non-Public School Contracts

Pest Control Contracts

Plumbing

Portable Restrooms

Roofing

Storage Containers

Workers' Comp POs

Tracie Reading – Ext. 29018 (readtd@fusd.net)

Annual Contracts

Audio Visual Equipment

Blinds / Window Coverings

Custodial Equipment / Supplies

Fencing

Grounds Equipment

HVAC

Maintenance Projects

New Construction Projects

Painting

Paving

Playground Equipment

Radio Equipment

Shade Structures

Science Equipment / Supplies

Shop Equipment

Tools

Transportation

Transportation P.O.s (site transportation requests only)

Waste Removal / Rubbish Disposal Service Calls

Tires

Vacant – Ext.

PURCHASING CLERK RESPONSIBILITIES:

Vacant –Ext. 29034

Purchase Orders (A-L)

Monique Farrugia – Ext. 29019

farrmm@fusd.net

Purchase Orders (M-Z)

FORMAL BID LIMITS:

Equipment/Supplies/Services = \$96,700* (excluding instructional aids, textbooks, etc.)

Public Works = \$60,000** (most construction projects, standalone marquees, etc.)

*changes in January each year

**Uniform Construction Cost Accounting procedures
