

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

Fuel/Fuel Cards

Furniture

New Construction Projects

Portable Classrooms

Portable Restrooms

Software/Peripherals

Technology/E-rate

Telephone/Cell Phones

“BUYER” COMMODITY RESPONSIBILITIES:

Matthew Rudoll – Ext. 29016

rudoma@fusd.net

Architects

Carpet/flooring

Consultant Agreements

Elevator Inspection

Marquees

Office & Classroom Supplies

Paving/Asphalt

Plumbing

Radio Equipment

Roofing

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

Pest Control Contracts

Storage Containers

Workers Comp

Tracie Reading – Ext. 29018

readtd@fusd.net

Audio Visual Equipment

Consultant Agreements

Custodial Equipment/Supplies

Disaster Supplies

Electrical

Fencing

Fire alarms

HVAC

Playground Equipment

Science Equipment/Supplies

Shade Structures

Transportation

Uniforms

Waste/Recycling 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

figujm@fusd.net

Vendors (A-G)

Stephanie Lopez – Ext. 29034

lopesy@fusd.net

Vendors (H-N)

Jaimie Hernandez –Ext. 29398

hernja@fusd.net

Vendors (O-Z)

Bid Limits:

Equipment/Supplies/Services = \$114,800* (excluding library books, textbooks, etc.)

Informal Bid Limit = \$75,000 – 220,000** (most construction projects, standalone marquees, etc.)

Formal Bid Limit = \$220,000+ (construction projects, standalone marquees, etc.)

Rev. 1/13/25

*Changes in January each year

**Uniform Construction Cost Accounting procedures