

# PURCHASING DEPARTMENT

Janie Rowland, Director

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## 2017-2018

### “SENIOR BUYER” COMMODITY RESPONSIBILITIES:

#### Brandy Cuttress– Ext. 29022 ([cuttbm@fUSD.net](mailto:cuttbm@fUSD.net))

Bleachers	New Construction Projects
Child Nutrition Bids	Painting
Computers / Printers	Paving
Copiers	Portable Classrooms
DSA Inspectors	Radio Equipment
Fencing	Software / Peripherals
Fuel	Telephones / Cell Phones
Furniture	Tires
Leases / Rentals	Vehicles
Maintenance Projects	

### “BUYER” COMMODITY RESPONSIBILITIES:

#### Anakali De Los Santos – Ext. 29021 ([deloan@fUSD.net](mailto:deloan@fUSD.net))

Annual Contracts	Marquees
Appliances	Musical Instruments
Architects	New Construction Projects
Athletics	Non-Public School Contracts
Asbestos / Lead Abatement	Partitions
Attorneys	Pest Control Contracts
Audio Visual Equipment	Playground Equipment
Blinds / Window Coverings	Plumbing
Carpet / Floor Covering	Portable Restrooms
Custodial Equipment / Supplies	Roofing
Electrical	Science Equipment / Supplies
Fire Alarms	Shade Structures
Furniture	Shop Equipment
Grounds Equipment	Storage Containers
HVAC	Tools
Maintenance Projects	Transportation
	Workers' Comp POs

### SECRETARY RESPONSIBILITIES:

#### Daisy Ramos ([ramody@fUSD.net](mailto:ramody@fUSD.net)) – Ext. 29020

Conferences / Travel  
Consultant Agreements  
Rubbish Disposal Service Calls  
Child Nutrition P.O.s (*Vendor for Stores orders only*)  
Transportation P.O.s (*site transportation requests only*)

### PURCHASING CLERK RESPONSIBILITIES:

#### Diane Arciniega–Ext. 29018

([arcidl@fUSD.net](mailto:arcidl@fUSD.net))

Purchase Orders (A-L)

#### Denay Oesterblad – Ext. 29019

([oeerde@fUSD.net](mailto:oeerde@fUSD.net))

Purchase Orders (Amazon & M-Z)

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### FORMAL BID LIMITS:

Equipment/Supplies/Services = \$88,300\* (excluding instructional aids, textbooks, etc.)

Public Works = \$45,000\*\* (most construction projects, standalone marquees, etc.)

\*changes in January each year

\*\*Uniform Construction Cost Accounting procedures

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