

PURCHASING DEPARTMENT BUYER COMMODITY LIST

PURCHASING ASSISTANT – Sandy Pennock x7580

Booklets
Books-Library & Textbooks
DVD's/Videos/Films/CD's
Registrations
Dues/Fees
Subscriptions
Utilities (cable, gas, electric, water, sewer, trash, recycling)
Rubber Stamps
Engraving
Postage (including UPS and FedEx)
Fuel
Testing Forms/Materials
Blanket POs for supplies

INTERMEDIATE BUYER – Maria Briney x 7581

Signs
CSEA Computer Lottery Purchases
Library Supplies
Fire Extinguishers
Gases (rentals of oxygen, acetylene, etc.)
Paper
Business Machines (faxes, typewriters, timestamps, reader/printers)
Math Supplies
Rental Cars/Vans
Food Service Equipment
Appliances
Photography/Graphics
Art/Sculpture
Athletics
Printing Services (outside)
Telephones
Pagers
Two-Way Radios
ID/Badge Systems
Bottled Water
Food (Catering/Grocery)
Furniture
A/V Equipment (including LCDs, overhead projectors, TV's)
Workday Requisition Training

INTERMEDIATE BUYER – Melody Wells x 7584

Grounds
Maintenance
Horticulture
Electronics/Electronic Maintenance
Janitorial
Auto Technology
Musical Instruments/Music
Drama/Theater
Whiteboards/Chalkboards/Bulletin Boards
Safety/Hazardous Materials & Waste
Parking/CAPS
Forensics/Administration of Justice
Maps/Globes/Atlases
Marine Biology
Copiers
Gas/Gift Cards
Employee Contracts – CSEA Lottery
Memberships
Promo Items
Toys and Games
Rentals of tables/chairs
Advertising
Food/Catering

SENIOR BUYER – Amy Leasure x 7582

Vehicles
Electric Carts
Forklifts
Science
Medical/Health
Cargo Containers
Print Shop Equipment & Supplies
Computer Hardware/Software
Printers
Scanners
Network Equipment
Network Wiring Services
Procurement Cards

CONTRACTS SPECIALIST – Paul Wassmer x 7586

Construction
Consultants
Contracts (except maintenance contracts)
Microfiching/Microfilming
Legal Services
Relocatables
Facility Use Rentals (external, not District facilities)
Rentals of Equipment
Floor Coverings
Window Coverings
Elevators

Fire Suppression Systems
Alarm Systems
Video Surveillance Systems
Landscaping/Tree Trimming