

INTER-OFFICE MEMO

DATE: AUGUST 15, 2007
 TO: CONTRACTORS/VENDORS/SCHOOLS/DISTRICT DEPARTMENTS
 FROM: BRAD MINAMI, MANAGER, PURCHASING
SUBJECT: UPDATED COMMODITY BREAKDOWN

The following list is a breakdown of the commodities handled by the personnel in the Purchasing Department. Any questions regarding commodities or services should be addressed to the responsible buyer. This should expedite the handling of your request.

BUYERS:		SR BUYER:	
<u>KIM BUCK</u> 558-5613 (7-5613) ATHLETICS AWARDS/TROPHIES/RIBBONS BACKPACKS CHILD DEVELOP PROD CUBBIES/BIG BOOK DISPLAYS DISPLAY CASES GUENZLER BOXES HEALTH HOME ECONOMICS INSTRUCTIONAL SUPPLIES MAPS/GLOBES MUSIC PAPER/FORMS PORTABLE STAGES PROMOTIONAL MATERIAL SUPPLIES RED RIBBON SUPPLIES REPORT CARDS K-5 SCIENCE SPECIAL ED EQUIP VIDEO'S/CD'S/DVD'S	<u>TAKAKO IKEDA</u> 558-5615 (7-5615) AUDIO VISUAL BUSINESS MACHINES CD-ROM DRIVES COMPUTER STORAGE DEVICES COMPUTER SYSTEMS CPU'S/SERVERS ETHERNET HUB/SWITCHES HEADSETS MAINTENANCE CONTRACTS NETWORK CARDS NETWORK DROPS PRINTERS ROUTERS SCANNERS SERVERS SMART BOARDS SOFTWARE/SITE LICENSES TECHNOLOGY TESTING MATERIALS TRAILERS ZIP/DISK DRIVES/ TAPE BACK-UP	<u>DOLORES TORRES</u> 558-5617 (7-5617) AGENDAS-SCHOOLS ART SUPPLIES BANNERS/BADGES CELL PHONES CHALKBOARDS/BULLETIN BOARDS CUSTODIAL SUPPLIES LEGAL ADVERTISEMENT MEDICAL SUPPLIES NAMEPLATES OFFICE SUPPLIES PAGERS PHOTOGRAPHY PUBLICATIONS RUBBER STAMPS SCHOOL SUPPLIES WAREHOUSE STOCK PURCHASING MANAGER: <u>BRAD MINAMI</u> 558-5624 (7-5624) CAL CARDS CONSTRUCTION (<i>Over 15K</i>) NEW SCHOOLS: MODERNIZATION PROJECTS PLAYGROUND EQUIP SPECIAL PROJECTS	<u>LUPE VALENCIA</u> 431-1918 (4-1918) FOOD 4 THOUGHT DIRECTOR, PURCHASING & STORES <u>KAREN AEPPLI</u> 558-5775 (7-5775) ALL FURNITURE CONSULTANTS XEROX COPIERS ADMINISTRATIVE SECRETARY <u>LAURA MELGAR</u> 558-5775 (7-5775) BOARD AGENDAS DISPOSAL OF TEXTBOOKS, EQUIPMENT & FURNITURE TELEPHONE SERVICES REQUESTS XEROX - COPIERS PURCHASING ASSISTANT: <u>VERONICA GUILLEN</u> 558-5614 (7-5614) BUS PASSES & TICKETS CAL CARD ASSISTANCE MAGAZINE SUBSCRIPTIONS RENEWALS OPEN PURCHASE ORDERS P.O. INCREASES/DECREASES PIANO TUNING TABLE & CHAIR RENTALS TELEPHONE SERVICE REQUESTS WATER
ASSISTANT BUYERS:			
<u>GUS ZUNIGA</u> 558-5587 (7-5587) BAR CODE SCANNERS BARCODES CONSUMABLES (FILL-INS) LIBRARY BOOKS REFERENCE MATERIAL TEXTBOOKS	<u>MAURICIO ESCOBAR</u> 558-5618 (7-5618) APPLIANCES BLINDS BUILDING MATERIALS CONSTRUCTION (<i>Under 15K</i>) CURTAINS/DRAPES GROUNDS EQUIPMENT HAND HELD RADIOS LOCKERS/SHELVING MAINTENANCE AGREEMENTS MARQUEES/SIGNS MOBILE MODULAR REPAIRS/MAJOR SAFES STAGE LIGHTING STORAGE CONTAINERS		

PURCHASING PHONE #:
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