

PURCHASING SERVICES STAFFING RESPONSIBILITY LIST

BY STAFF

805-498-4557

Jon Aasted-Director Ext 7550 All Things Purchasing, Printing Services, Warehouse Agreements/Contracts Copier Leases Bidding/RFP's Quotes for complex / high dollar purchases. Policy and Procedures	Todd Bennaton-Warehouse Leadworker Ext 7557 Warehouse/Stores Orders Obsolete Equipment pick up & disposal District move requests Warehouse deliveries
Sue Blake-Purchasing Specialist Ext 7551 Vendor Inquiries How to Escape Quotes Cal Card Travel Program Website Contracts Amazon / Office Depot Set-up PR approvals	James Bjordahl-Warehouse Specialist Ext 7558 Receiving Warehouse deliveries Asset Tagging Inventory
Lisa Showalter-Purchasing Expediter Ext 7553 Order status Quotes Pricing / Vendor Relations How to Escape PR approvals	Shane Launer-Warehouse Technician Warehouse deliveries Mail Pick-up and Delivery
Linda Berteau-Office Assistant III Ext 7552 PO Copies Receiving	Sue Cahoon -Warehouse Technician Warehouse deliveries Mail Pick-up and Delivery
John Henrikson-Printing Services Technician Ext 7555 Reprographic needs District Forms Mail Machine	