

# PURCHASING SERVICES STAFFING RESPONSIBILITY LIST

## BY STAFF

805-498-4557

<b>Jon Aasted-Director Ext 161</b> All Things Purchasing, Printing Services, Warehouse Agreements/Contracts Copier Leases Bidding/RFP's Quotes for complex / high dollar purchases. Cal Card Policy and Procedures	<b>Todd Bennaton-Warehouse Leadworker Ext 401</b> Warehouse/Stores Orders Obsolete Equipment pick up & disposal District move requests Warehouse deliveries
<b>Kelly Gilbertson-Purchasing Specialist Ext 162</b> Vendor Inquiries How to Escape PR approvals Quotes Travel Program Website Amazon / Costco / Office Depot Set-up.	<b>James Bjordahl-Warehouse Specialist Ext 402</b> Receiving Warehouse deliveries Asset Tagging Inventory
<b>Open-Purchasing Expediter Ext 164</b> Order status Quotes Pricing / Vendor Relations	<b>Mark Jesse-Warehouse Technician Ext 402</b> Warehouse deliveries Mail Pick-up and Delivery
<b>Linda Berteau-Inter. Clerk Typist Ext 163</b> PO Copies Receiving	<b>Sue Cahoon –Warehouse Technician Ext 402</b> Warehouse deliveries Mail Pick-up and Delivery
<b>John Henrikson-Printing Services Technician Ext 501</b> Reprographic needs District Forms	