

# **Purchasing / Warehouse / Print Shop**

**Kathy Cartwright, Director**  
**Kelly O'Rourke, Purchasing Technician / Buyer**  
**Erica Rodriguez, Purchasing Support**

**Edwin Gomez, Storekeeper Supervisor**  
**Dan Cooper, Warehouse Worker II**  
**Nathen Heslop, Warehouse Worker II**  
**Lester Jennings, Warehouse Worker II**

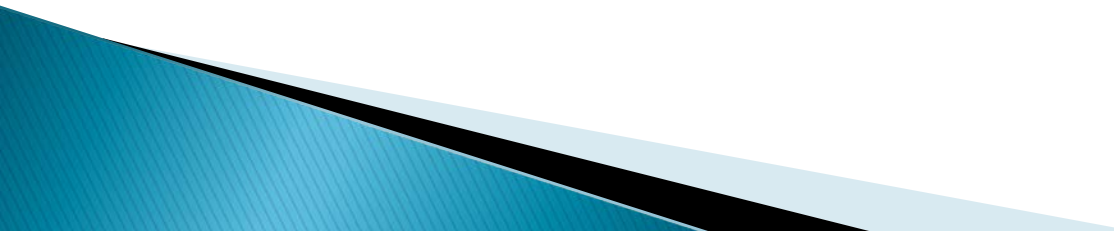
**Craig Anders, Graphic Service Coordinator**  
**Val Pitzak, Graphic Technician**



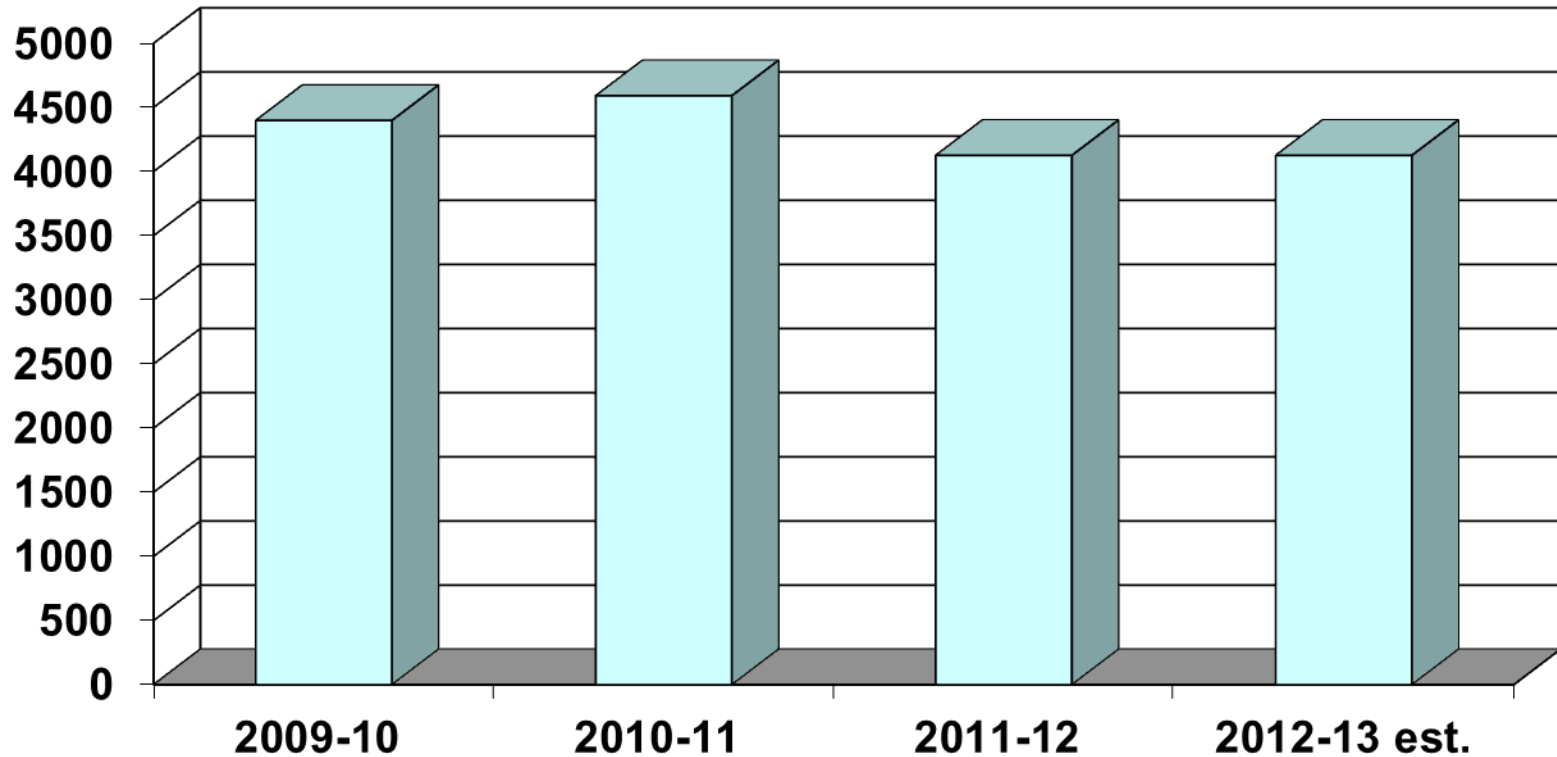
# Purchasing Department

- ▶ **Purchase Order Review & Processing (4,300)**
  - ▶ **Bidding / Quotes / Proposals**
  - ▶ **Furniture / Equipment Orders**
  - ▶ **Fixed Asset Inventory**
  - ▶ **Maintenance / Service Contracts**
  - ▶ **Disposal – Obsolete Materials / Equipment**
  - ▶ **Warehouse Stock Supply Orders**
  - ▶ **Material Safety Data Sheet – Warehouse Stock**
  - ▶ **US Mail Processing**
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# Service / Maintenance Contracts

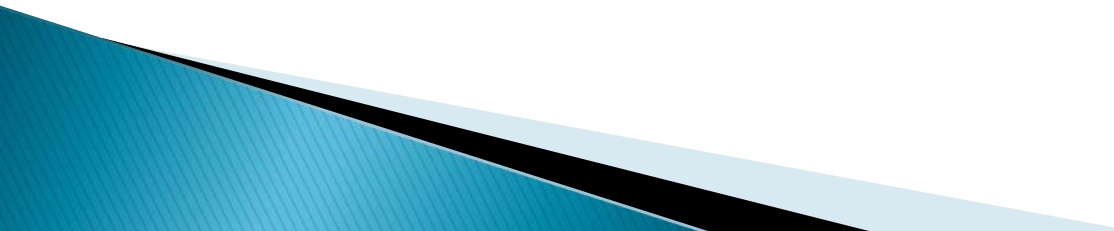
- ▶ **Copiers / Duplicators (125)**
  - ▶ **Scanners**
  - ▶ **Refuse / Recycle**
  - ▶ **Burglar Alarm**
  - ▶ **Fire Extinguishers**
  - ▶ **Laundry Service – Dust Mops & Cloths**
  - ▶ **Pest Control**
  - ▶ **Other**
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# Annual Purchase Orders



*Annual Purchase Orders can vary due to budget changes.*

# Furniture and Equipment for Construction Projects

- ▶ **Johnson Park New Classroom Building**
  - ▶ **Various Speech / APE Rooms**
  - ▶ **Outdoor Furniture (CLE, JPE, OLV)**
  - ▶ **South Lindhurst (two portables)**
  - ▶ **Yuba Feather New Classroom Building**
  - ▶ **Olivehurst New Classroom Building (June)**
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# Furniture & Equipment

- ▶ **Furniture & Equipment Evaluation to Standardize**
  - **Function / Design (classic/traditional)**
  - **Quality / Durability**
  - **Sample / Test**
  - **Warranty**
  - **Lifecycle**
  - **Availability**
  - **Price**
  - **Continuance of model, color, finish**
  - **Experience / Reputations / References**
- ▶ **Research Contract & Specification Information**
- ▶ **Request Proposals and / or use Existing Contracts**
- ▶ **Place Orders**
- ▶ **Coordinate Delivery and Set-up**
- ▶ **Future Follow-up**
  - **Check Performance**

# Johnson Park Elementary





# Yuba Feather Elementary





# Public Sales

- ▶ Since December 2011 seven public sales have been held for miscellaneous items.
- ▶ Public sales/auctions were held for various obsolete items in Transportation, Grounds, LHS, 7 portable classrooms, and 6 speech trailers. Total proceeds were \$20,357. Estimated demolition cost savings equated to \$7,500 per portable and \$3,000 per speech room or \$70,500. We currently have a bid for four Ella portables. When the transaction is completed our total proceeds and demo saving will be over \$121,000.

# Warehouse Crew



# Warehouse Department

- ▶ **Warehouse Stock Items**
    - **School Site & Department Supplies**
    - **Dry & Frozen Food Product**
  - ▶ **Central Receiving & Delivery**
  - ▶ **Equipment Inventory Record Input**
  - ▶ **Site Supply / Product / Equipment Deliveries**
  - ▶ **Intra-district Mail Service**
  - ▶ **Disposal Obsolete Textbooks & Property Assistance**
  - ▶ **Testing Material Distribution / Collection**
  - ▶ **Food Transports**
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# Freezer Building



# Dry Food Storage





# Warehouse Stock Categories

```
graph TD; A[Warehouse Stock Categories] --- B[General Classroom & Office]; A --- C[First/Aid Health Supplies]; A --- D[Paper Products]; A --- E[Custodial Supplies]; A --- F[Copier/Printer Supplies]; A --- G[Lamps/Electrical]; A --- H[Athletic Supplies]; A --- I[Forms];
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**General Classroom & Office**

**First/Aid Health Supplies**

**Paper Products**

**Custodial Supplies**

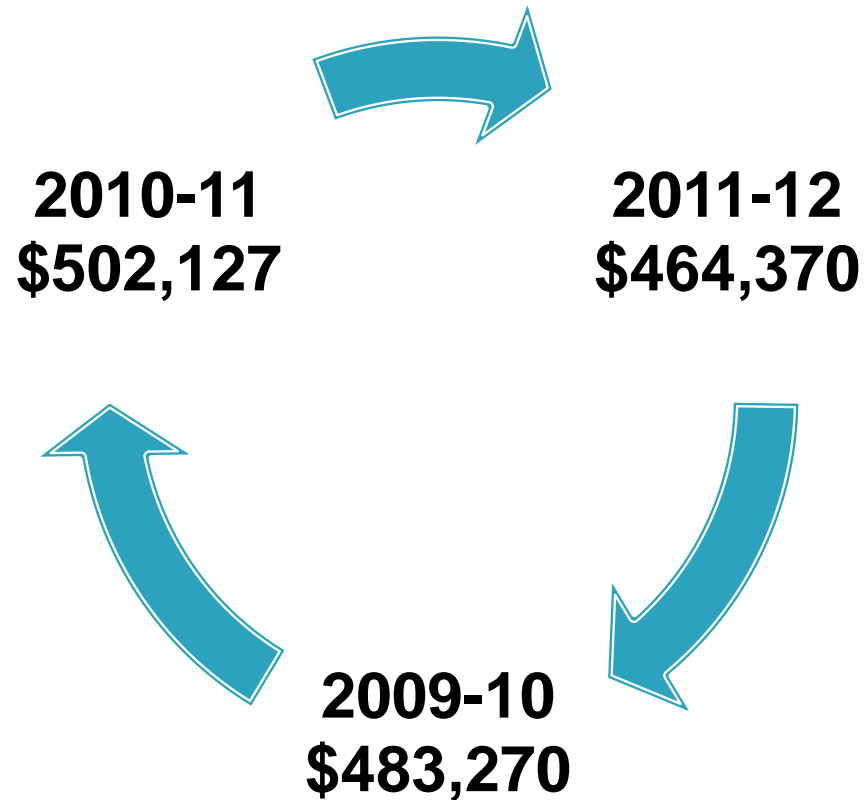
**Copier/Printer Supplies**

**Lamps/Electrical**

**Athletic Supplies**

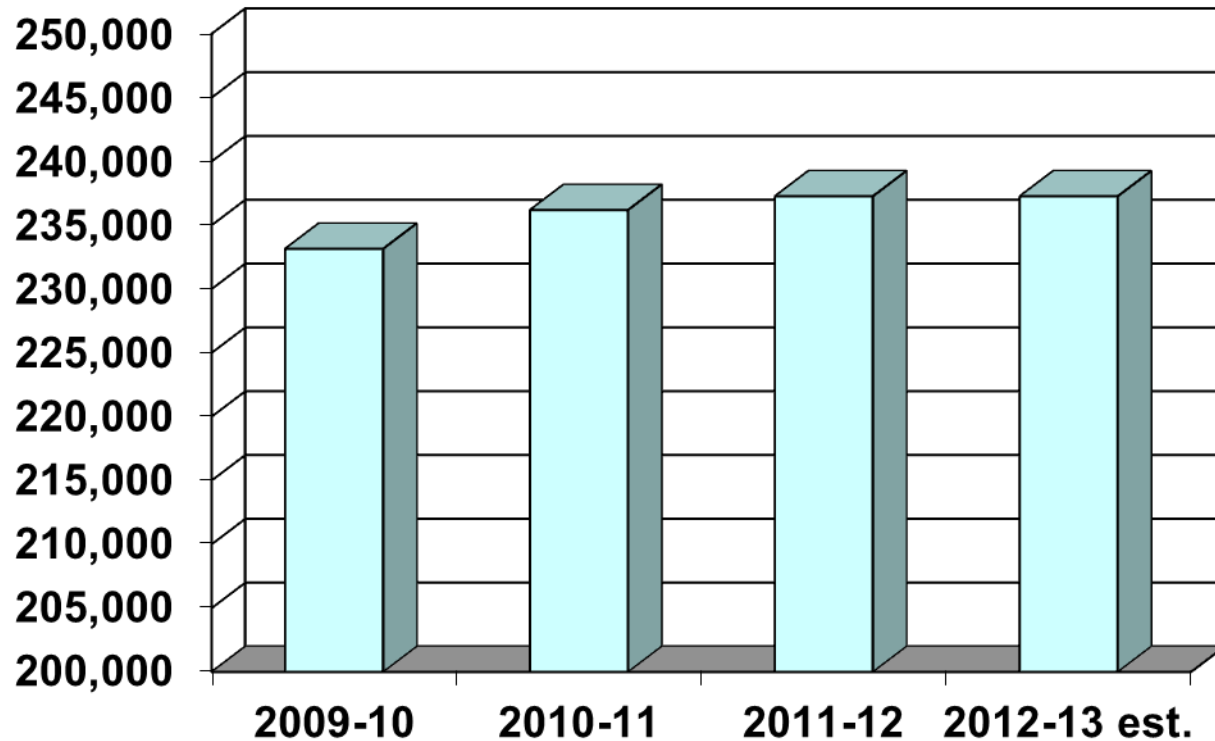
**Forms**

# General Warehouse Stock Annual Issues



*Annual Warehouse Stock Issues can vary due to budget changes.*

# General Warehouse Stores Annual Items Issued



# Print Shop



# Print Shop

- ▶ Digital Copying
    - Black and White / Color
    - Booklets
    - NCR Forms
    - Business Cards
    - Letterhead / Envelopes
    - Black and White Copies are Free to the Sites
    - 11.3 million no charge impressions in 2011–12 for sites and departments
  - ▶ Posters, Banners, Signs
  - ▶ Blueprints
  - ▶ Scanning
  - ▶ Special Finishes (binding, perforating, folding)
  - ▶ Layout Design Services
  - ▶ Security ID Card Design & Print Service
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# Print Shop – Equipment



**Thank you**

