

Purchasing / Warehouse / Print Shop

Kathy Cartwright, Director
Kelly O'Rourke, Purchasing Technician / Buyer
Tina Lovell, 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

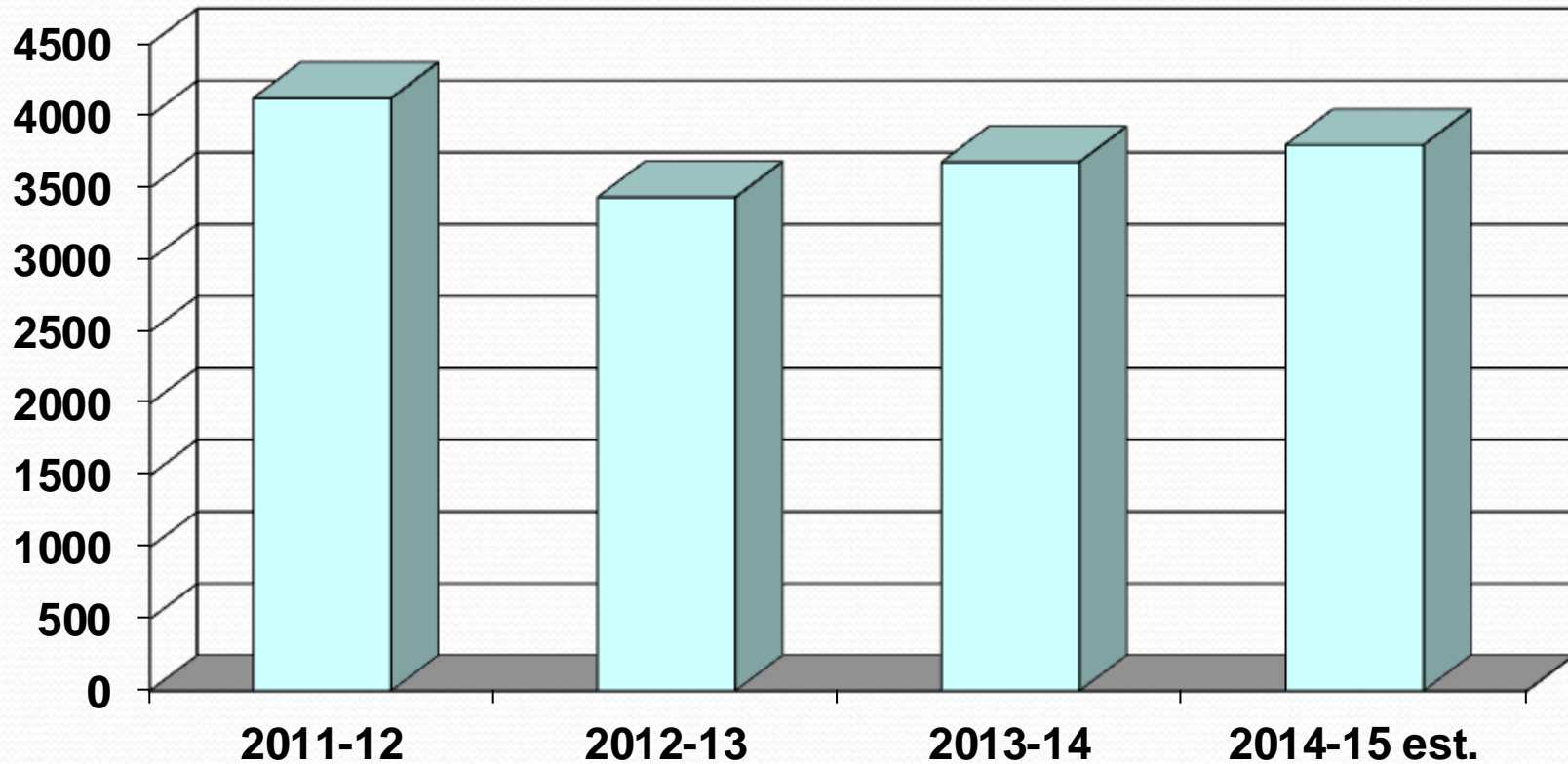
Purchasing Department

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

Service / Maintenance Contracts

- **Copiers / Duplicators (73)**
- **Scanners**
- **Refuse / Recycle**
- **Burglar Alarm**
- **Fire Extinguishers**
- **Laundry Service – Dust Mops & Cloths**
- **Pest Control**
- **Other**

Annual Purchase Orders



Annual Purchase Orders can vary due to budget changes.

Furniture and Equipment Projects

- **Yuba Feather New Classroom Building**
- **Olivehurst New Classroom Building**
- **Ella New Two Story Classroom Building**
 - **Ella New Office**
- **Abe Lincoln Independent Study**

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

Yuba Feather Elementary



Olivehurst New Classroom Building



Ella Two Story Classroom Building



Ella New Office



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**

Warehouse Stock Categories

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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

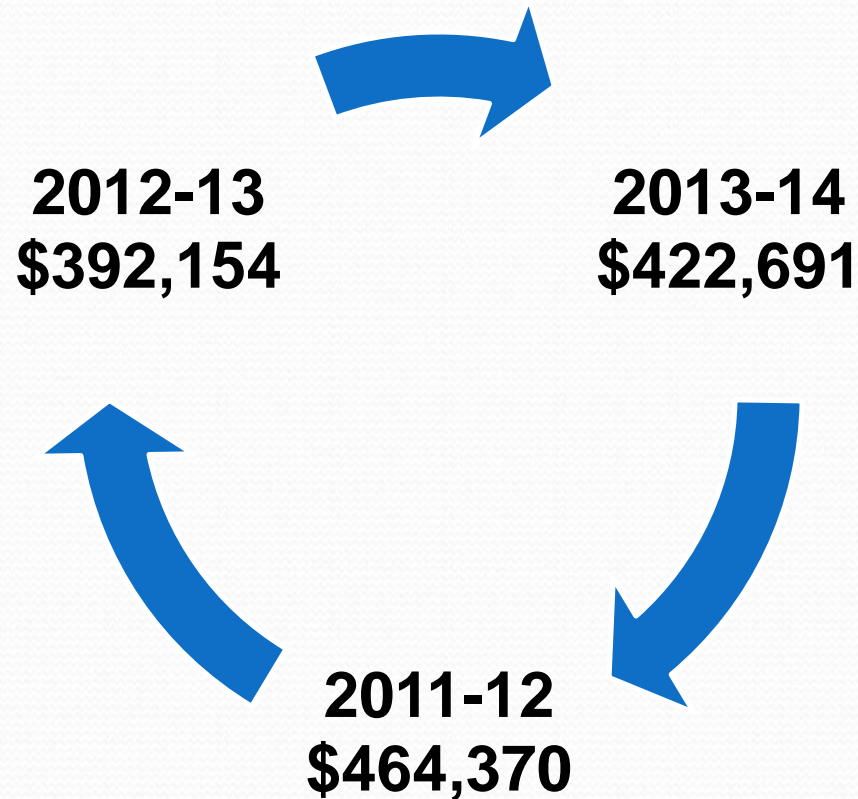
Copier/Printer Supplies

Lamps/Electrical

Athletic Supplies

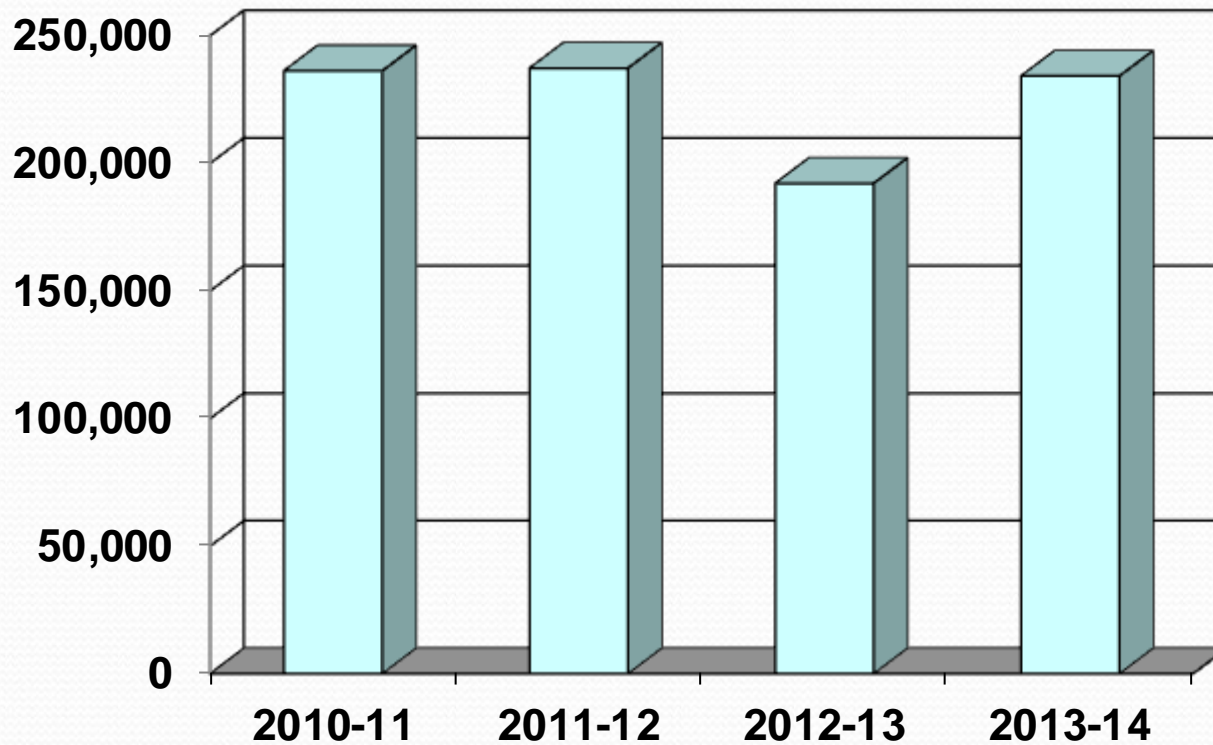
Forms

General Warehouse Stock Annual Issues



Annual Warehouse Stock Issues can vary due to budget changes.

General Warehouse Stores Annual Items Issued



Warehouse Storage

Beginning of School



End of School



Freezer Building

Beginning of School



End of School



Dry Food Storage

Beginning of School



End of School



Public Sales

- In May 2014 we held a public sale for various obsolete Transportation and Grounds equipment with some vehicles included. Total proceeds were over \$6,600.



Print Shop

- Digital Copying
- Black and White/Color
 - Booklets
 - NCR Forms
 - Business Cards
- Letterhead / Envelopes
 - Certificates/Awards
- Promotion Programs
- Posters, Banners, Signs
 - Blueprints
 - Scanning
- Special Finishes (binding, perforating, folding)
 - Layout Design Services
 - Security ID Card Design & Print Service

Print Shop





Thank you