



PURCHASING DEPARTMENT INFORMATION

Office: (714) 558-5614

Purchasing@saUSD.us

"Equipping Classrooms, Empowering Students!"

Michael (Mike) Esparza, *Director of Purchasing & Stores* **Business Plus Req Code: B84000002**

Michael.esparza@saUSD.us

(714) 558-5624 | (X75624)

Assignments & Commodities

Auction Services

Bids

Disposals

E-rate

Legal Advertisements

Managed Print Services

District Reporting

Request for Proposals (RFP's)

Request for Qualifications (RFQ's)

Copiers

CUPCCAA Bids

Jacqueline (Jackie) Hanna, *Purchasing Manager* **Business Plus Req Code: B84000006**

Jacqueline.Hanna@saUSD.us

(714) 558-5611 | (X75611)

Assignments & Commodities

Consultants/Contractors

No-Cost Agreements

Master Agreements

Data Sharing Agreements

Contract Management

Omar Garcia, Senior Buyer Business Plus Req Code: B84000003

omar.garcia@sausd.us

(714) 558-5620 | (X75620)

(Backup Buyer: Mark Ornelas)

Departments Supported

Facilities

Construction

Maintenance & Operations

Assignments & Commodities

Verizon Wireless - District Cell Phones

Maintenance & Operations Requisitions

Construction

Facilities

Athletic Programs

Audio Visual Equipment

Computer Peripherals

Grounds Equipment

Home Depot/Lowes

Playground Equipment

Technology (Computers/Printers)

Mark Ornelas, Senior Buyer Business Plus Req Code: B84000002

mark.ornelas@sausd.us

(714) 558-5613 | (X75613)

(Backup Buyer: Omar Garcia)

Assignments & Commodities

Blinds/Curtains/Drapes

Costco Orders

Music Supplies

Furniture

Golf Cart Repairs

Custodial Supplies

Warehouse Stock

Copy/School Paper

Portable Stages

Lockers/Shelving

Marquees/Signs

Portables
Projectors/Lamps
Rentals - Tables/Chairs/Stages/Tents/RR
Stage Lighting – Auditoriums

Benjamin Barajas, *Senior Buyer* Business Plus Req Code: B84000001
benjamin.barajas@saUSD.us
(714) 558-5616 | (X75616)

(Buyer Backup: Buyer who handles the specific commodity)

Assignments & Commodities

All Expanded Learning Opportunities Program purchases (ELOP)

Angelica (Angie) Gonzalez, *Buyer* Business Plus Req Code: B84000004
Angelica.Gonzalez@saUSD.us

(714) 558-5615 | (X75615)

(Backup Buyer: Griselda (Grace) Vasquez)

Assignments & Commodities

Special Ed Equip (Non-Office Supp.)
Barcode/Scanners
Books
Consumables (Fill-Ins)
Awards/Trophies/Ribbons
Fees (State/Program)
Library Books
Magazine Subscriptions
Maps/Globes
Reference Materials
Testing Materials
Textbooks - Textbook Inventory
Video's/CD's/DVD's
Contracts under \$25,000.00

Veronica Guillen, Buyer Business Plus Req Code: B84000005

veronica.guillen@saUSD.us

(714) 558-5757 | (X75757)

(Backup Buyer: Shirin Nazari)

Assignments & Commodities

Student Agendas

Art Supplies

Classroom and Instructional Supplies

Nameplates/Signs

Office Supplies (Staples, Southwest and other vendors other than Office Depot)

Rubber Stamps

Whiteboards/Bulletin Boards

Small Appliances

Shirin Nazari, Buyer Business Plus Req Code: B84000009

Shirin.Nazari@SAUSD.US

(714) 558-5759 | (X75759)

(Buyer Backup: Veronica Guillen)

Assignments & Commodities

Software Listing

Software Licenses/Subscriptions

Conference Attendance Requests

Catering

Bus Passes

Field Trips

CIF/Tournaments

Reimbursement Payments

Gift Cards

Travel Program

Medical Supplies

Science Equipment/Science Supplies

Promotional Materials

Office Depot Requisitions

Griselda Vasquez, Buyer Business Plus Req Code: B84000008

griselda.vasquez@sausd.us

(714) 558-5617 | (X75617)

(Buyer Backup: Angelica (Angie) Gonzalez)

Departments Supported

Nutrition Services

School Police

Transportation.

Assignments & Commodities

Memberships

Requisitions for Contracts/Consultants

Vendor Insurance

Vendor Registration - W-9's (New & Updates)

Toner

Printed Forms

Requisitions for Transportation