



## PURCHASING DEPARTMENT INFORMATION

Office: (714) 558-5614

[Purchasing@saUSD.us](mailto:Purchasing@saUSD.us)

**"Equipping Classrooms, Empowering Students!"**

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

[Michael.esparza@saUSD.us](mailto: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

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

[Jacqueline.Hanna@saUSD.us](mailto:Jacqueline.Hanna@saUSD.us)

(714) 558-5611 | (X75611)

### **Assignments & Commodities**

Consultants/Contractors

No-Cost Agreements

Master Agreements

Data Sharing Agreements

Contract Management

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**Omar Garcia, *Senior Buyer* Business Plus Req Code:**

[omar.garcia@sausd.us](mailto: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)

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**Mark Ornelas, *Senior Buyer* Business Plus Req Code:**

[mark.ornelas@sausd.us](mailto: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

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

(Buyer Backup: Buyer who handles the specific commodity)

### **Assignments & Commodities**

All Expanded Learning Opportunities Program purchases

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

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**Veronica Guillen, *Buyer* Business Plus Req Code:**  
[veronica.guillen@saUSD.us](mailto: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

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**Shirin Nazari, Buyer Business Plus Req Code:**

[Shirin.Nazari@SAUSD.US](mailto:Shirin.Nazari@SAUSD.US)

(714) 558-5616 | (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

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**Griselda Vasquez, Buyer Business Plus Req Code:**

[griselda.vasquez@saUSD.us](mailto: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