



PURCHASING DEPARTMENT INFORMATION

Office: (714) 558-5614

Purchasing@sausd.us

"Impacting students, one purchase at a time."

Michael (Mike) Esparza, *Director of Purchasing & Stores*

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*

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*

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*

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, Buyer
benjamin.barajas@sausd.us
(714) 558-5616 | (X75616)

(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

Angelica (Angie) Gonzalez, Buyer
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
veronica.guillen@sausd.us
(714) 558-5757 | (X75757)

(Backup Buyer: Benjamin (Ben) Barajas)

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

Griselda Vasquez, Buyer
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