

## PURCHASING ASSIGNMENTS 2024

Contract Specialist	Buyer	Buyer	Assistant Buyer	Purchasing Assistant	Administrative Assistant
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Requisitions (special orders for materials, equipment, technology, software, annual contracts) for the following school sites and departments:			• Shopping PO's for all departments and schools.	• Confirming requisitions for all schools and departments.	• General department questions
<ul style="list-style-type: none"> <li>• Long Range Planning</li> <li>• Maintenance</li> </ul> <p style="text-align: center;"><b>Specialty Contracts for all sites &amp; departments</b></p> <ul style="list-style-type: none"> <li>• Cell Phones</li> <li>• Duplicators</li> <li>• Furniture</li> <li>• E-Rate</li> <li>• Postage &amp; Meters</li> <li>• Radios</li> <li>• Sharp Copiers</li> <li>• Xerox</li> </ul>	<p><b>School Sites</b></p> <ul style="list-style-type: none"> <li>• Anza</li> <li>• Avocado</li> <li>• Blossom Valley</li> <li>• Chase</li> <li>• Crest</li> <li>• Flying Hills</li> <li>• Fuerte</li> <li>• Johnson</li> <li>• Lexington</li> <li>• Madison</li> <li>• Magnolia</li> <li>• Meridian</li> <li>• Naranja</li> <li>• Rancho San Diego</li> <li>• Rios</li> <li>• Vista Grande</li> <li>• W.D. Hall</li> </ul> <p><b>Departments</b></p> <ul style="list-style-type: none"> <li>• Child Nutrition</li> <li>• Fiscal Services</li> <li>• IMC</li> <li>• Information Technologies</li> <li>• Logistics</li> <li>• Personnel</li> <li>• Print Shop</li> <li>• Transportation</li> <li>• Superintendent</li> </ul> <p>Warehouse Stock: General Supplies Health Supplies</p>	<p><b>School Sites</b></p> <ul style="list-style-type: none"> <li>• Bostonia Global Elementary</li> <li>• Bostonia Global High School</li> <li>• Cajon Valley Middle School</li> <li>• Empower</li> <li>• Greenfield Middle School</li> <li>• Hillsdale Middle School</li> <li>• Home School</li> <li>• Jamacha</li> <li>• Los Coches Creek Middle School</li> <li>• Montgomery Middle School</li> <li>• Sevick</li> </ul> <p><b>Departments</b></p> <ul style="list-style-type: none"> <li>• Business Services</li> <li>• Ed Services</li> <li>• EDP</li> <li>• Health Services</li> <li>• State Preschool</li> <li>• Camp Cajon</li> </ul> <p>Warehouse Stock: Custodial Supplies P.E. Supplies</p>	<p><b>eProcurement</b></p> <ul style="list-style-type: none"> <li>• Amazon</li> <li>• Complete Books</li> <li>• Fun &amp; Function</li> <li>• Lakeshore</li> <li>• Michaels</li> <li>• Really Good Stuff</li> <li>• School Specialty</li> <li>• Southwest</li> <li>• Wards</li> </ul> <p>• Independent Contractor Agreements/Assemblies</p> <p>• Field Trips</p> <p>• Print Subscriptions</p> <p><b>Specialty Contracts for all sites &amp; departments</b></p> <ul style="list-style-type: none"> <li>• Bottled Water</li> </ul>	<p><b>Invoice Processing</b></p> <ul style="list-style-type: none"> <li>• Discrepancy Issues</li> <li>• Returns</li> <li>• Warranty Issues</li> </ul>	<p><b>eProcurement</b></p> <ul style="list-style-type: none"> <li>• EqualLevel Support</li> <li>• Receiving Support</li> </ul>