

## **PURCHASING DEPARTMENT CONTACTS**

Please contact the Buyer assigned to your site or other contact for your Purchasing needs

### **Debbie Kelly x5521**

Director of Purchasing – Oversees all Purchasing and Warehouse/Receiving functions

### **Douglas Gilbert x5589**

Contracts Analyst - Contracts/Agreements/Bids for all school sites and departments

### **Margy Lara x5574**

Senior Buyer

### **Rick Del Val x5527**

Senior Buyer (out of class)

### **School Sites**

Carmel Valley Middle School  
Earl Warren Middle School  
Torrey Pines High School  
Canyon Crest Academy

### **School Sites**

Diegueno Middle School  
La Costa Canyon High School  
Oak Crest Middle School  
San Dieguito High School Academy  
Sunset High School  
Pacific Trails Middle School

### **Departments**

Certificated Personnel  
Classified Personnel  
Special Education  
Finance  
Human Resources  
Pupil Personnel Services  
Superintendent  
Technology  
Transportation

### **Departments**

Business Services  
Facilities (M&O-Grounds/Custodial)  
Nutrition Services  
Instructional Services  
Educational Services  
Purchasing  
Risk Management  
Special Programs (CTE/ROP/EL/Summer)

### **Misc.**

Copiers  
Fax & Typewriter Maintenance  
Agreements  
E-way setups/issues  
Returns  
Public Works less than \$45,000

### **Misc.**

Electronic Users  
Cell Phones/Nextel  
Returns  
E-way setups/issues

### **Caroline Roberts x5624**

All Bond/Facilities Planning & Construction

### **Rick Del Val x5535**

Warehouse Supervisor - Oversees all Warehouse related functions – receiving, surplus pick-up, asset tagging, document shredding, records for storage/digitizing, mail pick up & delivery, 1<sup>st</sup> class postage, FedEx & UPS, returns