

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

Laura Medina x5589

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

Margy Lara x5574

Senior Buyer

Rick Del Val x5527

Purchasing Specialist

School Sites

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

School Sites

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

Departments

Certificated Personnel
Classified Personnel
Special Education
Finance
Human Resources
Pupil Personnel Services
Superintendent
Technology
Transportation
Facilities (M&O-Grounds/Custodial)

Departments

Business Services
Special Programs (CTE/ROP/EL/Summer)
Nutrition Services
Instructional Services
Educational Services
Purchasing
Risk Management

Misc.

Copiers
Fax & Typewriter Maintenance
Returns
Public Works less than \$60,000

Misc.

Receiving
Surplus
Asset Tagging
Returns
Document Shredding
Records storage/digitizing
Mail pick up and delivery
Postage, Fed Ex, UPS

Caroline Roberts x5624

All Bond/Facilities Planning & Construction