



**THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA  
PURCHASING/PROPERTY AND WAREHOUSE DEPARTMENT STAFF RESPONSIBILITIES  
LIST**

Updated 6.6.2024

Highlighter in Yellow are Commodity w/Contracts



Hours of Operation	BUYER # 2	BUYER #32	BUYER # 78	BUYER # 66
Purchasing - 8 AM - 4:30 PM	Cheryl Hood	Lisa Kesecker	Daniel Munoz	Igneris Lopez
Property Records - 7 AM - 3PM	Supervisor of Purchasing	FF&E Purchasing Specialist	Senior Buyer	Senior Buyer
Warehouse - 7 AM - 3:30 PM	407-870-4627 Ext. 65513	407-870-4622 Ext. 65518	407-483-3684 Ext. 65503	407-870-4023 Ext. 65502
Kristine Rodriguez, CPSM, NIGP-CPP, CPPD, CPPB	<a href="mailto:Cheryl.Hood@osceolaschools.net">Cheryl.Hood@osceolaschools.net</a>	<a href="mailto:Lisa.Kesecker@osceolaschools.net">Lisa.Kesecker@osceolaschools.net</a>	<a href="mailto:daniel.munoz@osceolaschools.net">daniel.munoz@osceolaschools.net</a>	<a href="mailto:Igneris.Lopez@osceolaschools.net">Igneris.Lopez@osceolaschools.net</a>
<b>Director of Purchasing, Contracts, Property Records, Warehouse</b>	Purchasing Department Operations	<b>FF&amp;E Coordinator:</b>	<b>Grant Funded Services</b>	AV Equipment / Supplies / Repair
<b>407-870-4620 Ext. 65505</b>	Purchasing Card Administrator:	Read & Understand BluePrints	Grant Program Evaluators	<b>Computers / Accessories / Maintenance</b>
<a href="mailto:Kristine.Rodriguez@osceolaschools.net">Kristine.Rodriguez@osceolaschools.net</a>	Order all cards	Meet w/staff to determine FF&E needs	Speech Language Pathologist	Computers
Energy Efficiency/Conservation	Modify when necessary	Provide staff w/specification for orders	Physical Therapist	Computer Peripherals
Billboards	Monitor all charges	Approves all FF&E orders	Occupational Therapist	Computer Maintenance/Service
Bid Protests	Purchasing Card Training	Manage delivery of FF&E	Therapeutic & Consulting Services (BCBA)	Mailing Services: Postal, UPS, Fedex
Policies & Procedures	VendorLink Software Administrator	Manage the installation of FF&E	Florida Certified Teachers	Office Supplies & Equipment
Cellular Towers	<b>Facilities:</b>	Manages the FF&E Budget	Mental Health Services	<b>Office Machines (ink/toner/postage)</b>
<b>Contracts: All Contracts</b>	Architect/Engineer	Appliances	Healthcare Services (LPN, RN)	Copiers
Land Use	Building Envelop	Audio Enhancement Systems	<b>Insurance/Benefits/Medical:</b>	ID Machines
	Civil Engineer	Flags & Flag Poles	Drug & Alcohol Testing	Laminators
	Construction Manager @ Risk	Furniture	Employee Benefits Consulting	Mailing Machines
<b>Cecilia Gonzalez</b>	Geotech/Threshold	Lockers	Employee Assistance	Poster Makers
<b>Secretary III</b>	HVAC Test & Balance	Marker Boards	Insurance Broker	Printers
<b>407-870-4625 Ext. 65504</b>	Mechanical/Electrical/Plumbing Engineers	Moving and Storage Services	Medical Administration Services	Scanners
<a href="mailto:Cecilia.Gonzalez@osceolaschools.net">Cecilia.Gonzalez@osceolaschools.net</a>	Survey and Mapping	Risers / Portable Stages	Pharmacy Benefits	Scanning & Testing
Document Retention - ALL Bids & Contracts	Financial Services - Original Contract	Shelving	<b>Networks/Security</b>	Smart Boards
Payroll/Travel	Environmental Service		Communication Cabling / Hardware	Software / Webtools (all)
<b>All special contracts for example:</b>	Impact Fees		E-Rate	<b>Subscriptions - Electronic (all)</b>
Virtual Schools	Planning: Contract needs		Network Infrastructure	Wireless Communications
Charter Schools	Portables		Security Systems	Video / TV Studio
Access Agreements (Students)	Sheds		Telephone Systems & Programming	<b>Other Duties</b>
Vandal Watch Agreements	Termites Bid		Translation Services/Sign Language	P.O. Printing Backup
Finance Amendments	Titles/Tags		<b>Tutoring</b>	
MOU's for HR (Universities)	Utility P.O.'s/Contracts		<b>Warehouse Inventory "ONLY" Bids:</b>	
Contracts - As assigned	Vehicles		Copy & Fine Paper Products	
			Custodial Supplies	
			Furniture	
<b>Lissett Rodriguez</b>			Lunchroom Supplies	
<b>Contracts Secretary</b>			Office Supplies	
<b>407-870-4834 Ext. 65519</b>				
<a href="mailto:Lissett.Rodriguez@osceolaschools.net">Lissett.Rodriguez@osceolaschools.net</a>				
Manages All Contracts				
Processed through Legal, Board, etc...				
Manage the flow				
Department Website Maintenance				
Receives all Contract In-Takes				
Assigns to Apropriate Buyer				
Contract Record Management				
Secretary Backup (Payroll etc)				
Contracts Training				

