



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



Updated 1.5.2021

Highlighter in Yellow are Commodity w/Contracts

Hours of Operation	BUYER # 2	BUYER #58	BUYER # 66	BUYER # 62
Purchasing - 8 AM - 4:30 PM	Cheryl Hood	Arima Santana	Igneris Lopez	Katrina Ponzini
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	407-870-4630 Ext. 65503	407-870-4023 Ext. 65502	407-343-8604 Ext. 65511
Ed Parker, CPPO, CPPB	Cheryl.Hood@osceolaschools.net	Arima.Santana@osceolaschools.net	Igneris.Lopez@osceolaschools.net	Katrina.Ponzini@osceolaschools.net
Director of Purchasing, Contracts, Property Records, Warehouse	Purchasing Department Operations	FF&E Coordinator:	Art Equipment & Supplies	Advertising/Rebranding/Marketing
407-870-4620 Ext. 65505	Purchasing Card Administrator:	Read & Understand BluePrints	AV Equipment / Supplies / Repair	Athletic Services:
Edward.Parker@osceolaschools.net	Order all cards	Meet w/staff to determine FF&E needs	Books/Magazines/Subscriptions (Printed)	Athletic Supplies/Equipment
Energy Efficiency/Conservation	Modify when necessary	Provide staff w/specification for orders	Classroom Supplies & Equipment	Athletic Game Officials/Sports Camps
Billboards	Moritor all charges	Approves all FF&E orders	Classroom Pre-Printed Promotional Items	Gym Floors, New & Refinishing
Bid Protests	Purchasing Card Training	Manage delivery of FF&E	Computers / Accessories / Maintenance	Track Resurfacing
Policies & Procedures	VendorLink Software Administrator	Manage the installation of FF&E	Computers	Cosmetology
Cellular Towers	Facilities:	Manages the FF&E Budget	Computer Peripherals	CTE - All including Contracts
Contracts: All Contracts	Architect/Engineer	Appliances	Computer Maintenance/Service	Culinary Arts: Equipment / Supplies
Land Use	Building Envelop	Audio Enhancement Systems	FF&E Budget	Family & Consumer Sciences
Charter Schools	Civil Engineer	Flags & Flag Poles	Mailing Services: Postal, UPS, Fedex	Internships
Virtual Schools	Construction Manager @ Risk	Furniture	Office Supplies & Equipment	Food Service: ALL
	Geotech/Threshold	Health & Medical Supplies & Equipment	Office Machines (ink/toner/postage)	Food Items / Equip / Supplies/Vehicles
	HVAC Test & Balance	Industrial Supplies	Copiers	Kitchen Equipment Parts
	Mechanical/Electrical/Plumbing Engineers	Lockers	ID Machines	Fund Raisers
Angela Castrejon	Survey and Mapping	Marker Boards	Laminators	Photographers
Secretary III	Financial Services - ALL	Moving and Storage Services	Mailing Machines	Printing Services:
407-870-4630 Ext. 65519	Environmental Service	Music: Instruments / Equip. / Supplies	Poster Makers	Banners & Signs
Angela.Castrejon@osceolaschools.net	Impact Fees	Risers / Portable Stages	Printers	Embroidery & Screen Printing
Department Secretary	Planning: Contract needs	Science Equip. & Supplies (Incl. Robotics)	Scanners	Promotional Items
Department Website Maintenance	Portables	Shelving	Scanning & Testing	Trophies, Plaques & Medals
Document Retention - ALL	Sheds	Two Way Radios & Repeaters	Smart Boards	Yearbooks
Payroll/Travel	Termites Bid		Software / Webtools (all)	Student Graduation Services/Items
Contracts - As assigned	Titles/Tags	Other Duties	Subscriptions - Electronic (all)	Class Rings, Diplomas, etc.
	Utility P.O.'s/Contracts	Contracts Database Back-up	Wireless Communications	Student Planners
Cecilia Gonzalez		P.O. Printing Back-up	Video / TV Studio	Uniforms:
Contract/Purchasing Assistant		Purchasing Card Back-up		Cheerleading / Sports / Work
407-870-4625 Ext. 65504		Title/Tags Back-up		Band / Choir / etc.
Cecilia.Gonzalez@osceolaschools.net		VendorLink Software Admin Back-up		Vending
Manages All Contracts				Vet/Agriculture/FFA Supplies
Receives all Contract In-Takes				
Assigns to Apropriate Buyer, when needed				
All special contracts for example:				
Vandal Watch				
Professional Development				
Processed through Legal, etc...				
Manage the flow				
Contract Record Management				
Secretary Backup (Payroll etc)				
Contracts Training				
Payroll/Travel - Back-up				

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BUYER # 64	BUYER #32	BUYER # 0067	
Ashley Day	Lisa Keseker	Milli Medina	Heidee Santiago
Senior Buyer	Senior Buyer	Senior Buyer	Buyer I
407-870-4626 Ext. 65507	407-870-4622 Ext. 65518	407-870-4621 Ext. 65517	407-870-4630 Ext. 65500
Ashley.Day@osceolaschools.net	Lisa.Kesecker@osceolaschools.net	Milli.Medina@osceolaschools.net	heidee.santiagorullan@osceolaschools.net
Auditorium Drapes /Curtains, Stage Rigging	Custodial Equipment & Supplies & Repair	Contractor Srvs (Facilities/Maint)	Bid Openings/Posting/Folder
Automotive Equipment and Supplies	Grant Funded Services	HVAC Contractors	Board Agenda
Batteries	Grant Program Evaluators	HVAC Controls Contractors	Contracts - Upload/File
Charter Buses	Speech Language Pathologist	Electrical Contractors	Department Website Maintenance
Driver's Educ. Cars & Products	Physical Therapist	Fencing Contractors	Document Retention - Back-up
Fuel	Occupational Therapist	Fire Alarm Contractors	GreenBook Maintenance
Garbage & Recycling Services & Equip.	Therapeutic & Consulting Services (BCBA)	Fire Suppression/Backflows	Insurance Certificates
Intra & Inter State Field Trips	Florida Certified Teachers	Locksmith Contractors	Mail
LP Gas	Mental Health Services	Parking Lot Striping Contractors	Front Desk -Phones
Lawn Care Services & Equipment/Sod	Healthcare Services (LPN, RN)	Plumbing Contractors	Trade Bid Quotes Maintenance
Performing Arts Tech. & Prof. Services	Insurance/Benefits/Medical:	Painting Contractors	Vendor Adds
Back of House Technical Services	Drug & Alcohol Testing	Pressure Washing Contractors	VendorLink Maintenance/Information
Front of House Event Staffing Services	Employee Benefits Consulting	Reinforcing/Cement/Masonry	
Security Personnel	Employee Assistance	Millworks and Cabinetry Contractors	
Speaker/Lecturers	Insurance Broker	Irrigation Contractors	BUYER # 6
Surplus Services	Medical Administration Services	Drywall/Framing/Acoustical Ceiling	Laura Elam
Transportation Department Equip & Supplies	Pharmacy Benefits	Roofing Contractors	Bookkeeper
Transportation Services (Van Rentals)	Networks/Security	Sign Contractors	407-870-4619 Ext. 65509
Tutoring	Communication Cabling / Hardware	Site Work Contractors	Laura.Elam@osceolaschools.net
Vehicles (Except for SNS)	E-Rate	Contractor Services (IT, IS & IMC):	Department Budgets
Special Events:	Network Infrastructure	Audio Visual	FF&E P.O.'s
Carnivals, Graduation Services	Security Systems	Communication Cabling	Petty Cash
Homecoming, Proms	Telephone Systems & Programming	Intrusion Detection Systems	"Printing" of District POs
Transportations Contracts:	Translation Services/Sign Language	Video Surveillance	Registrations:
Home Owners Assoc. Bus Contracts	Warehouse Inventory "ONLY" Bids:	Maintenance Services & Equipment:	Conferences
Special Needs Bus Services	Copy & Fine Paper Products	Aluminum Ramps/Walkways	Hotel
	Custodial Supplies	Bleacher Inspections/Repairs	"Off-Site"
	Furniture	Door Hardware/Locks	Termite Contract Administration
	Lunchroom Supplies	Electrical	
	Office Supplies	Elevator	
		Emergency Clearing/Removal/Inspect	
		Fencing	
		Floor Coverings - Materials/Install	
		Fire Alarm Inspections/Monitoring	
		Fire Extinguisher/Hoods	
		Fire Suppression/Backflows	
		HVAC Supplies & Maintenance	
		Paint	
		Playground Equipment & Installation	
		Plumbing	
		Security Hardware Lock & Supplies	
		Signs	