

Unit Contacts & Commodity Assignments for Purchasing

Andy Bursch, Purchasing Manager

Buyer Code: Buy1

Phone: 408-453-6858

E-mail: Andy_Bursch@sccoe.org

Benefits/Medical Services	If Buy1 is
Building Construction (over \$100,000)	not available
Computer (Networking & Servers) Hardware & Services	contact Buy3
Leasing – Equipment, Real Estate & Building	
Professional Services (Contracts & Agreements)	

Nada Cavigliano, Senior Buyer

Buyer Code: Buy3

Phone: 408-453-6920

E-mail: Nada_Cavigliano@sccoe.org

Air Conditioning & Heating (Equipment and Supplies)	If Buy3 is
Building/Construction & Remodeling & Permits	not available
Building Materials	contact Buy1
Communication Equipment	
Computer (Desktops & Software)	
Duplicating & Copier (Equipment and Supplies)	
Furniture	
Moving Services	
Pest Control	
Pool Supplies/services	
Security (Equipment and Supplies)	
Telephones (Equipment and Supplies)	
Therapeutic	
Transportation Services	
Utilities	

The **fax number** for all Purchasing staff is 408-453-6856

Unit Contacts & Commodity Assignments for Purchasing

Karen Donoho, Buyer, Buyer Code: Buy4
Phone: 408-453-6657
E-mail: Karen_Donoho@sccoe.org

Arts and Crafts (Equipment, Services & Supplies)
Instructional (Classroom Supplies & Equipment)
Laundry Services
Office Supplies
Paper & Paper Products (Cutstock)
Stores

If Buy4 is
not available
contact Buy3

Lee Villarreal, Purchasing Technician II Phone: 408-453-6854
Vy Robles, Purchasing Technician I Phone: 408-453-6855

Duties include processing bids and quotes, processing change orders, document routing, handling P.O. inquiries, expediting orders. Other duties are maintaining the QSS Purchasing System, splitting and routing of Purchase Orders, filing, and general customer service for Purchasing Services. The Technicians are also responsible for the following commodities:

Buyer 5

E-mail: Vy_Robles@sccoe.org
Appliances (Equipment and Supplies)
Audio Visual (Equipment and Supplies)
Awards and Trophies
Bottled Water Service
Clothing (Supplies and Services)
Drapery
Food (Products & Services)
Photographic (Equipment and Supplies)
Food Preparation Equipment
Printing & Forms
Publications
Stipends/Honorariums

Buyer 6

E-mail: Lee_Villarreal@sccoe.org
Athletic & Recreation (Equipment, Services and Supplies)
Automotive & Truck (Equipment and Supplies)
Buses
Custodial (Equipment, Supplies & Services)
Fuel and Lubricants
Landscaping (Equipment and Supplies)
Medical (Equipment, Supplies & Services)
Miscellaneous
Office Equipment
Playground (Equipment and Supplies)
Postage
Safety (Equipment & Supplies)
Tools
Training, Travel, Admissions
Warehouse-Equipment

If Buy5 is not available, contact Buy6 and vice versa.
The **fax number** for all Purchasing staff is 408-453-6856