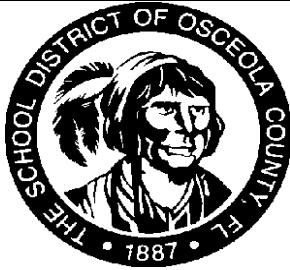




**THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA
PURCHASING DEPARTMENT BUYER RESPONSIBILITIES LIST**

<http://www.osceola.k12.fl.us/depts/Purchasing/SolicitationsStaffPublications.asp>

	BUYER # 3	BUYER # 4	BUYER # 32
	Kathy Brown	Linda Ciraldo Hysell	Lisa Kesecker
	Senior Buyer	Senior Buyer	Senior Buyer
	407-870-4626	407-343-8604	407-870-4622
	brownk@osceola.k12.fl.us	hyselli@osceola.k12.fl.us	keseckel@osceola.k12.fl.us
BUYER #34		Athletic Supplies/Equipment	ABC Schools
Cheryl Olson	Appliances	Auctioneer Service	Contract Database Backup
Purchasing Director	Art Supplies & Equipment	AV Supply/Equip/Repair/	Copiers & Maintenance
407.870.4620	Classroom Supplies & Equipment	Computer Peripherals	Custodial Equipment & Repairs
olsonch@osceola.k12.fl.us	Driver's Educ. Cars & Products	Band Uniforms	Custodial "Just-In-Time" Bid
	ESE	Book Fairs	Fund Raisers
Policies & Procedures	Family & Consumer Science	Books/Magazines/Subscriptions	Health/Medical Supplies/Equipmen
Contract Negotiations	* FF&E Coordination *	Camp Contracts	Homecoming Events
Approval of Purchase Orders	Furniture (All indoor and outdoor	Class rings	IMC Paper Supplies & Equipment
> \$25,000	furniture)	Flags	Internship Agreements
	Industrial/Technical Education	Food Service Supplies & Equipment	Learning Focused Contracts
	Library Supplies	Game Officials	Lockers
	Music Supplies/Equipment &	Globes/Maps	Office Supplies & Equipment
	Instruments	Modular Labs	Printers
BUYER # 1	Risers/Portable Stages	Moving Services	Proms
Neil McDonald	Shelving (All)	Printing	Records Management Boxes
Supervisor of Purchasing	Speakers/Lecturers	Producer/Director; Services	Security Personnel
407-870-4623	Trainer Services	Promotional Items & Shirts	Software & Software Contracts
mcdonaln@osceola.k12.fl.us	TV Production Furniture	Recruiting Services	Special Events & Tickets
		Recycling	Storage Trailers Rentals
Actuary Services		Science Supplies & Equipment	Scanning & Testing Software
Auditors Services	* FF&E Project Coordinator:	Sewing Machines/Maintenance	Scanning & Testing Services
Bank Services	Celebration K-8	Speech Therapy	Translation Services
Cellular Towers	East Lake Elementary	Student Graduation Items	Tutoring Contracts
Drug Testing	Gateway High School	Student Pictures	Warehouse Inventory Bids:
Employee Assistance Program	Highlands Elementary	Student Planners	Copy Paper
Financial Services	Osceola High School	Surplus Bids	Custodial Supplies
Insurance Broker Services	Parkway Middle	TECO's Culinary Arts	School Furniture
Insurance Contracts	St. Cloud High School	Uniforms/Work/Sports/	
Physician Contracts	TECO	Cheerleading, etc	
Purchasing Card Administrator	Thacker Avenue Elementary	Vending	KEY:
Purchasing Card Transactions	Zenith	Video / TV Studio	Black-Regularly Assigned Items
VendorLink Software Administrator		Water	Red-Service Agreement items
		Yearbooks	



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	BUYER # 2	BUYER # 29	
	Cheryl Jessee	Kristy L. Bigalow	Megan Pearison
	Senior Buyer	Senior Buyer	Buyer 1
	407-870-4627	407-870-4611	407-870-4023
BUYER # 5	jesseec@osceola.k12.fl.us	bigalowk@osceola.k12.fl.us	pearison@osceola.k12.fl.us
Lizbeth Arauz	Agriculture Supplies & Equipment	Cabling/Hardware-Tech Services	GovDeals Auction Coordinator
Contract Expeditor	Auditorium Drapes	Computers/Accessories/Maintenance	Contract Database Processor
407-870-4621	Bleacher Inspections	Construction Solicitations	
	Construction Solicitations	Custodial Services	
* CALLS IN REPAIRS ON ALL*	A/C /Painting/Concrete/etc.	Field Trips; Intra & Interstate (all inclusive)	
	Contractor Services/Plumber/Elect/	Flag Poles	
FF&E Budget Coordinator	Covered Walkways	FP&C Architects	
Law Enforcement Contract	Elevator	FP&C Design Build	
Miscellaneous PO's	Emergency Bids	FP&C Civil Engineers	
Petty Cash	Employees Benefit Cons. Services	FP&C CM @ Risk < \$2 M	
Termite Contract Administrator	Environmental Services	FP&C Geotechnical Engineers	
Utility PO's	Fencing	FP&C Plan Review & Building Inspections	Sandra Ceravolo
Warehouse PO Entry	Fire Alarm Systems/Inspection/Monitoring	Fuel Bids	Secretary III - Contracts
	Fire Extinguishers/Sprinklers	Garbage Services	407-870-4834
BUYER # 6	Floor Coverings-Material & Installation Only	Intercom Systems	ceravols@osceola.k12.fl.us
Laura Elam	FP&C CM @ Risk > \$2M	LP Gas	Contract Database Processor
Sr. Accounting Clerk	FP&C HVAC Test/Balance	Physicals (CDL License {Bus Drivers})	Contract Records Management
407-870-4619	FP&C Mech/Elect/Plumb Design	Purchasing Card (Assist. Administrator)	Special Projects
elaml@osceola.k12.fl.us	FP&C Real Estate	Satellite Dish Systems	
	FP&C Survey & Mapping	Security Systems	
Backup for Scanning of Contracts	Grant Evaluators & Service Agreements	Sheds	
Hotel & Workshops	Gym Floors, New & Refinishing	Signs	
Telephone PO's	Impact Fees	Telephone Systems & Programming	
FF&E Budget Receiving	Industrial Supplies/Hardware/Lumber	Track Resurfacing	
Printing of District POs	Lawn Care Service	Transportation Dept Materials	
Printing of Warehouse Requisitions	Lawn Equipment & Repair	Transportation Services (Buses/Vans)	
	Light Bulbs/Recycling/Ballasts	Transportation Department Agreements	
	Locksmith Services	Trash Compactors	
Warehouse PO Requisitions:	Maint. Dept. Materials/Tools Trade Contracts	Two Way Radios & Repeaters	
Art Supplies	Marquee's	Vehicles/Forklifts/etc.	
Custodial Supplies	Playground Equipment & Installation	Video Streaming	
Food Supplies	Portables/Modular Buildings	Voice/Video/Data Cabling Installations	
Health Supplies	Roofing	Wireless Communications	
Office Supplies	Sod		
School Furniture	Termite Bid		
	Window Coverings		