



## Granite Purchasing Department Buyer Responsibilities

Jared Gardner (1) Director 385-646-4562	Skip Foster (2) Warehouse Supervisor/Buyer 385-646-5678	Dean Pope (7) Manager/Buyer, Webmaster 385-646-4563
Buses Fundraisers Mailing RFP Large Curriculum/Software Adoptions Services Architectural/Engineering Professional Services Vending Machines	Batteries Boiler/Chiller Parts Carpet, Tile, and Installation Custodial: Chemicals/Equipment/Supplies Entrance Mats/Carpet Runners Equipment/Supplies/Filters Laundry/Linen Service	Apple Products Bleachers Boiler/Chiller Installation Computer Equipment and Supplies Construction/Maint. Annual Contracts CTE Home/Relo Services and Install Lockers Marquees Moving Relocatable Buildings Portable Storage Containers Scanners Scoreboards Surveying and Appraisals Tree Trimming Webmaster
<b>Rose Elkins (4)</b> Director's Secretary 385-646-4562	Fire Extinguishers Freight Questions and Quotes Lamps, Fluorescent	
Books/Media/Magazines	Maintenance Shop Supplies/Repairs	
<b>Danielle Kitchen (5)</b> Buyer 385-646-8454	Paint, Pest Control Pool Repairs and Chemicals Safes and Padlocks	
Apparel Camps Desktop Printers Laptops/Computer Monitors Travel/Student Travel	Sand, Gravel, Asphalt Snow Plows, Snow Removal Surplus Disposal Contract <b>Warehouse Catalog Sections: 30-34, 60-94</b>	<b>Angela Pontius (6)</b> Buyer 385-646-4552
<b>Julie Fisher (8)</b> Buyer 385-646-4309	<b>Jess Haws (3)</b> Buyer 385-646-4565	<b>Warehouse Catalog Sections: 40, 50-51</b> Appliance Equipment and Repairs Athletic/Sports Playground Equipment Playground Matting and Repairs Audio Visual Equipment and Supplies Commercial Art & Printing CTE Home/Relo Materials Furniture Graduation Cords Graphics Equipment and Supplies Industrial Arts (CTE Shop Equip./Supplies) Lunchroom/Cafeteria Folding Tables Musical Instruments and Repairs Paper Photography Equipment Printing Projectors & Lamps School Agendas and Planners Science Supplies Sound System Equipment & Microphones Trophies/Awards/Promotional Items Yearbooks
Arts & Crafts Blinds, Stage Drapes/Curtains Copiers and Parts Duplicators Laminators Large Format Printers (including 3D) Library: Equipment, Supplies, and Security Manipulatives: Math & Reading Maps/Globes/Flags Medical, Nursing Supplies Office Equipment/Supplies: (not scanners) Calculators Fax Machines Ink and Toner Software, Online Learning Tools Telephones <b>Warehouse Catalog Sections: 15-18, 22-25</b>	Cafeteria: Commercial Kitchen Equipment Meat Cutting School Foods Supplies FACS (Family And Consumer Science): Equipment Food Sewing Machines and Supplies Ice Machines Police Equipment Security Access/Two-way Radios Tires/Oil Transportation Equipment and Supplies Vehicles <b>Warehouse Catalog Sections: 35 &amp; 36</b> Buyer's Secretary Cherilyn Bramall 385-646-4564	<b>Warehouse Catalog Sections: 10-14, 19-21, 48, and 52, 65 (Mark &amp; Corkboards Only)</b>