



Granite Purchasing Department Buyer Responsibilities

Jared Gardner (1) Director 385-646-4562	Skip Foster (2) Warehouse Supervisor/Buyer 386-646-5678	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 Fire Extinguishers Freight Questions and Quotes Lamps, Fluorescent Maintenance Shop Supplies/Repairs Paint Pool Repairs and Chemicals Pest Control Sand, Gravel, Asphalt Snow Plows, Snow Removal Surplus Disposal Contract Warehouse Catalog Sections: 30-34, 60-94	Apple Products Bleachers Boiler/Chiller Installation Computer Equipment and Supplies Construction/Maint. Annual Contracts Marquees Moving Relocatable Buildings Portable Storage Containers Scanners Scoreboards Surveying and Appraisals Tree Trimming Webmaster Warehouse Catalog Sections: 40, 50-51
Rose Elkins (4) Director's Secretary 385-646-4562		
Books/Media/Magazines		
Danielle Kitchen (5) Buyer 385-646-8454		Maile Larsen (6) Buyer 385-646-4552
Apparel Camps Desktop Printers Laptops/Computer Monitors Travel/Student Travel		Appliance Equipment and Repairs Athletic/Sports Playground Equipment Playground Matting and Repairs Audio Visual Equipment and Supplies Checks Commercial Art & Printing CTE Home and Relo Construction Furniture Graduation Cords Industrial Arts (CTE Shop Equip./Supplies) Lockers/Padlocks/Safes Lunchroom Tables (cafeteria folding table) 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
Julie Fisher (8) Buyer 385-646-4309	Jess Haws (3) Buyer 385-646-4565	
Arts & Crafts Blinds, Stage Drapes/Curtains Copiers and Parts Cork, Marker, and Tack Boards Duplicators Graphics Equipment and Supplies 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 Warehouse Catalog Sections: 15-18, 22-25, 65 (Mark & Corkboards Only)	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 Radio's Tires/Oil Transportation Equipment and Supplies Vehicles Warehouse Catalog Sections: 35 & 36	
	Harley McCall (Buyer's Secretary) 385-646-4564	Warehouse Catalog Sections: 10-14, 19-21, 48, and 52