

# Purchasing Department

Phone: 410-996-5429

Email: [procurement@ccps.org](mailto:procurement@ccps.org)

## **Rick Raulie**

Ext 2

### **Assistant in Purchasing**

- Acquisition Management and Contract Information
- Competitive Bid, Proposal and Quote Solicitations
- Vendor Maintenance
- Technology, Professional Services, Food & Nutrition, Copiers, Special Education, Student Services, Online Catalogs, Transportation, Vehicles, Textbooks, Contracted Print Services
- Issues Quotes
- Disposal of Property
- Public Information Act Requests
- MBE Liaison

## **Kay Porter**

Ext 1

### **Assistant in Purchasing**

- Acquisition Management and Contract Information
- Competitive Bid, Proposal and Quote Solicitations
- Construction, Facilities, Maintenance, Operations, Furniture, AV Equipment, HR/Employee Benefits
- Issues Quotes
- E-Rate
- Public Information Act Requests
- ASBO Liaison

## **Daniela Dunlap**

Ext 3

### **Purchasing Specialist**

- Purchasing Card (P-Card) Program Administrator
- P-Card Transactions and Auditing
- Trains New Hires in Purchasing and P-Card Procedures
- Competitive Bid, Proposal and Quote Solicitations
- Fuel
- Amazon Business, WB Mason and Staples Program Coordination
- Telephone Work Orders, Cell Phones, Related Requests
- Process Requisitions, Issues and Adjusts POs
- Issues Quotes
- Shred/File Storage