

Purchasing Department

Phone: 410-996-5429

Email: procurement@ccps.org

Kay Porter

Ext 50107

Senior Purchasing Agent

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

Daniela Dunlap

Ext 50102

Purchasing Agent

- 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
- Technology, Professional Services, Food & Nutrition, Copiers, Special Education, Student Services, Online Catalogs, Transportation, Vehicles, Fuel, Textbooks, Contracted Print Services, Cell Phones
- Amazon Business, WB Mason and Staples Program Coordination
- Process Requisitions, Issues and Adjusts POs
- Issues Quotes
- E-Rate
- Shred/File Storage
- Vendor Maintenance
- Website Maintenance
- Public Information Act Requests