

PURCHASING DEPARTMENT

Shamica R. Nance, Sr. Director

Shamica.Nance@fUSD.net

(909) 357-5000 Ext. 29020

SECRETARY RESPONSIBILITIES:

Nikki McCoy – Ext. 29020

mcconi@fUSD.net

Conferences / Travel

PTA/ASB Contracts

“SENIOR BUYER” COMMODITY RESPONSIBILITIES:

Vacant – Ext. 29021

Consultant Agreements	Portable Classrooms
Leases/Rentals	Portable Restrooms
Maintenance Projects	Software/Peripherals
Computers/Printers/Copiers	Technology/E-rate
Fuel/Fuel Cards	Telephone/Cell Phones
Furniture	
New Construction Projects	

“BUYER” COMMODITY RESPONSIBILITIES:

Matthew Rudoll – Ext. 29016

rudoma@fUSD.net

Architects
Carpet/flooring
Consultant Agreements
Elevator Inspection
Marquees
Office & Classroom Supplies
Paving/Asphalt
Plumbing
Radio Equipment
Roofing
Shop/Grounds equipment
Tires
Vehicles

Norma Reyes – Ext. 29022

revene@fUSD.net

Appliances
Asbestos/Lead Abatement Partitions
Athletics
Bleachers
Blinds/window coverings
Consultant Agreements
Musical Instruments
Painting
Pest Control Contracts
Storage Containers
Workers Comp

Tracie Reading – Ext. 29018

readtd@fUSD.net

Audio Visual Equipment
Consultant Agreements
Custodial Equipment/Supplies
Disaster Supplies
Electrical
Fencing
Fire alarms
HVAC
Playground Equipment
Science Equipment/Supplies
Shade Structures
Transportation
Uniforms
Waste/Recycling Removal

Monique Farrugia – Ext. 29019

farrmm@fUSD.net

All purchases related to Food Services Dept.
Consultant Agreements
Food Services Bids
Travel/Conference
Food Services Requisitions

Jesseca Figueroa-Ochoa – Ext. 29012

figuim@fUSD.net

All purchases related to E-LOP
Consultant Agreements
E-LOP Bids
Travel/Conference
E-LOP Requisitions

PURCHASING CLERK RESPONSIBILITIES:

Elisa Cross – Ext. 29401

crosel@fUSD.net

Vendors (A-G)

Stephanie Lopez – Ext. 29034

lopesy@fUSD.net

Vendors (H-N)

Jaimie Hernandez – Ext. 29398

hernja@fUSD.net

Vendors (O-Z)

Bid Limits:

Equipment/Supplies/Services = \$119,100* (excluding library books, textbooks, etc.)

Informal Bid Limit = \$75,000 – 220,000** (most construction projects, standalone marquees, etc.)

Formal Bid Limit = \$220,000+ (construction projects, standalone marquees, etc.)

Rev. 1/5/2026

*Changes in January each year

**Uniform Construction Cost Accounting procedures