



PURCHASING DEPARTMENT INFORMATION

Office: (714) 558-5614

Michael (Mike) Esparza, *Director of Purchasing and Stores*

Business Plus Req. Code: B84000002

Michael.esparza@saUSD.us | (714) 558-5624 | Ext. 75624

Assignments & Commodities

Auction Services

Bids

Disposals

E-Rate

Legal Advertisements

Managed Print Services

District Reporting

Request for Proposals (RFPs)

Request for Qualifications (RFQs)

Copiers

CUPCAA Bids

Yvette Miranda, *Purchasing Manager*

Business Plus Req. Code: B84000006

yvette.miranda@saUSD.us | (714) 558-5611 | Ext. 75611

Assignments & Commodities

Consultant & Professional Services Agreements

Informed K12 Contracts over \$25,000

No-Cost Agreements/MOUs

Master Agreements

Data Sharing & Privacy Agreements

Contract Review & Management

Omar Garcia, Senior Buyer

Business Plus Req. Code: B84000003

omar.garcia@sausd.us | (714) 558-5620 | Ext. 75620

Backup Buyer: Mark Ornelas

Departments Supported

Facilities

Construction

Maintenance & Operations

Assignments & Commodities

Verizon Wireless - District Cell Phones

Maintenance & Operations Requisitions

Construction

Facilities

Athletic Programs

Audio Visual Equipment

Computer Peripherals

Grounds Equipment

Home Depot/Lowes

Playground Equipment

Technology (Computers/Printers)

Mark Ornelas, Senior Buyer

Business Plus Req. Code: B84000007

mark.ornelas@sausd.us | (714) 558-5613 | Ext. 75613

Backup Buyer: Omar Garcia

Assignments & Commodities

Blinds/Curtains/Drapes

Costco Orders

Music Supplies

Furniture

Golf Cart Repairs

Custodial Supplies

Warehouse Stock

Copy/School Paper

Portable Stages
Lockers/Shelving
Marquees/Signs
Portables
Projectors/Lamps
Rentals- Tables/Chairs/Stages/Tents/RR
Stage Lighting - Auditoriums

Benjamin Barajas, Senior Buyer

Business Plus Req. Code: B84000001

benjamin.barajas@saUSD.us | (714) 558-5616 | Ext. 75616

Backup Buyer: Buyer who handles the specific commodity

Assignments & Commodities

All Expanded Learning Opportunities Program purchases

Angelica (Angie) Gonzalez, Buyer

Business Plus Req. Code: B84000004

angelica.gonzalez@saUSD.us | (714) 558-5615 | Ext. 75615

Backup Buyer: Griselda (Grace) Vasquez

Assignments & Commodities

Special Ed. Equipment (Non-Office Supp.)
Barcode/Scanners
Books
Consumables (Fill-Ins)
Awards/Trophies/Ribbons
Fees (State/Program)
Library Books
Magazine Subscriptions
Maps/Globes
Reference Materials
Testing Materials
Textbooks – Textbook Inventory
Videos'/CDs/DVDs
InformedK12 Contracts Under \$25,000

Veronica Guillen, Buyer

Business Plus Req. Code: B84000005

veronica.guillen@saUSD.us | (714) 558-5757 | Ext. 75757

Backup Buyer: Shirin Nazari

Assignments & Commodities

Student Agendas

Art Supplies

Classroom and Instructional Supplies

Nameplates/Signs

Office Supplies (Staples, Southwest, and other vendors other than Office Depot)

Rubber Stamps

Whiteboards/Bulletin Boards

Small Appliances

Shirin Nazari, Buyer

Business Plus Req. Code: B84000009

Shirin.Nazari@saUSD.us | (714) 558-5759 | Ext. 75759

Backup Buyer: Veronica Guillen

Assignments & Commodities

Software Licenses, Subscriptions & Listing

Travel & Conferences

Catering

Bus Passes

Field Trips

CIF/Tournaments

Reimbursement Payments

Gift Cards

Medical Supplies/Health

Science Equipment/Science Supplies

Promotional Materials

Office Depot Requisitions

Jones (Cap & Gowns)

Griselda (Grace) Vasquez, Buyer

Business Plus Req. Code: B84000008

griselda.vasquez@sausd.us | (714) 558-5617 | Ext. 75617

Backup Buyer: Angelica (Angie) Gonzalez

Departments Supported

Nutrition Services

School Police

Transportation

Assignments & Commodities

Memberships

Requisitions for Contracts/Consultants

Live scans, TB Testing for Contracts/Consultants

Vendor Insurance

Toner

Printed Forms

Requisitions for Transportation