PURCHASING ASSIGNMENTS 2026/2027

Contract Specialist	Buyer	Buyer	Assistant Buyer	Purchasing Assistant	Administrative Assistant
Dawn Vega Internal ext. 201620 (619) 588-3001 vegad@cajonvalley.net	Katrina Duarte Shaw Internal ext. 201622 (619) 590-8897 duarteshawk@cajonvalley.net	Paige Hokenson Internal ext. 201623 (619) 588-3641 hokensonp@cajonvalley.net	Claudia Urueta Internal ext. 201621 (619) 579-4866 uruetac@cajonvalley.net	Travis Leiter Internal ext. 201612 (619) 588-3610 invoices@cajonvalley.net	Kellie Lauhon-Pilchen Internal ext. 201611 (619) 588-3266 lauhonpilchenk@cajonvalley.net
Requisitions (special orders for materials, equipment, technology, software, annual contracts) for the following school sites and departments:			•Shopping PO's for all departments and schools.	•Confirming requisitions for all schools and departments.	• General department questions
•Long Range Planning •Maintenance **Specialty Contracts for all sites & departments** •Cell Phones •Duplicators •Furniture •E-Rate •Postage & Meters •Radios •Sharp Copiers •Xerox	**School Sites** •Anza •Avocado •Blossom Valley •Chase •Crest •Flying Hills •Fuerte •Johnson •Lexington •Madison •Magnolia •Meridian •Naranca •Rancho San Diego •Rios •Vista Grande •W.D. Hall **Departments** •Child Nutrition •Fiscal Services •IMC •Information Technologies •Logistics •Personnel •Print Shop •Transportation •Superintendent Warehouse Stock: General Supplies Health Supplies	**School Sites** •Bostonia Global Elementary •Bostonia Global High School •Cajon Valley Middle School •Empower •Greenfield Middle School •Hillsdale Middle School •Home School •Jamacha •Los Coches Creek Middle School •Montgomery Middle School •Sevick **Departments** •Business Services •Ed Services •EDP •Health Services •State Preschool •Camp Cajon Warehouse Stock: Custodial Supplies P.E. Supplies	**eProcurement** •Amazon •Complete Books •Fun & Function •Lakeshore •Michaels •Really Good Stuff •School Specialty •Southwest •Wards •Independent Contractor Agreements/Assemblies •Field Trips •Print Subscriptions **Specialty Contracts for all sites & departments** •Bottled Water	**Invoice Processing** •Discrepancy Issues •Returns •Warranty Issues	**eProcurement** •EqualLevel Support •Receiving Support

Updated 9/17/2026