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:

Tracie Reading – Ext. 29018
readtd@fusd.net

Consultant Agreements
Leases/Rentals
Maintenance Projects
Computers/Printers/Copiers
Fuel/Fuel Cards
Furniture
New Construction Projects
Portable Classrooms
Portable Restrooms
Software/Peripherals
Technology/E-rate
Fire & Security Alarms

"BUYER" COMMODITY RESPONSIBILITIES:

Matthew Rudoll – Ext. 29016
rudoma@fusd.net
Architects
Audio Visual Equipment
Carpet/flooring
Consultant Agreements
Elevator Inspection
Marquees
Office & Classroom Supplies
Paving/Asphalt/Landscaping
Radio Equipment
Roofing
Shop/Grounds Equipment
Vehicles

Norma Reyes – Ext. 29022
reyene@fusd.net
Asbestos/Lead Abatement Partitions
Bleachers
Consultant Agreements
Custodial Supplies
Musical Instruments
Painting/Murals
Pest Control Contract
Plumbing
Playground/Shade Structures
Uniforms
Workers Comp

Jaimie Hernandez – Ext. 29398
hernja@fusd.net
Athletics
Consultant Agreements
Disaster Supplies
Electrical
Fencing
HVAC
Science Equipment/Supplies
Storage Containers
Playground Equipment
Telephone/Cell Phones
Transportation
Waste/Recycling Removal

Monique Farrugia – Ext. 29019
farrmm@fusd.net
All purchases related to Food Services Dept.
Consultant Agreements
Bids
Travel/Conference
Requisitions

Jesseca Figueroa-Ochoa – Ext. 29012
figujm@fusd.net
All purchases related to ELOP funds
Consultant Agreements
Bids
Travel/Conference
Requisitions

PURCHASING CLERK RESPONSIBILITIES:

Elisa Cross – Ext. 29401
crosel@fusd.net
Vendors (A-D)

Stephanie Lopez – Ext. 29034
lopesy@fusd.net
Vendors (E-L)

Nichole Banks – Ext. 29021
banknr@fusd.net
Vendors (M-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. 8/27/26
*Changes in January each year
**Uniform Construction Cost Accounting procedures