

PURCHASING DEPARTMENT
410-996-5429 / procurement@ccps.org

Megan Frunzi

Ext 39016

Manager Business Services

- Purchasing Card (P-Card) Program Administrator
- P-Card Transactions and Auditing
- Trains New Hires in P-Card Procedures
- MBE Liaison

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
- Munis Requisitions, Issues and Adjusts PO's
- Surplus Inventory Management
- Staples online order approval
- Textbook Inventory
- Vendor Maintenance
- Public Information Act Requests
- ASBO Liaison
- MBE Back-Up Support Liaison

Daniela Dunlap

Ext 50102

Purchasing Agent

- Acquisition Management and Contract Information
- Competitive Bid, Proposal and Quote Solicitations
- Technology Services, Professional Services, Food & Nutrition, Special Education, Student Services, Education Services, Student Transportation, Vehicles, Fuel
- Trains New Hires in Purchasing Procedures
- Online Vendor Catalog Management
- Munis Requisitions, Issues and Adjusts POs
- Issues Quotes
- E-Rate
- Shred/File Storage
- Vendor Maintenance
- Website Maintenance
- Auction
- Cell Phones
- Public Information Act Requests