

**Galaxy Purchasing Categories**

<b>Category</b>	<b>Description</b>	<b>Buyer</b>
ADVERTISE	Newspaper advertisements	Mary Hendricks
AIR CONDITIONING S/E	A/C supplies and equipment	Adeline Carrasco
APPLIANCES	Major appliances	Analisa Maggio
ART SUPPLIES	Art supplies and equipment	Randy Corwin
ATHLETICS	Athletics supply, equipment & services	Randy Corwin
AUDIO VISUAL	Audio visual supply and equipment	Vickie Haddox
AWARDS	Awards, trophies and diplomas	Sandee Ross
BENEFITS	Social Security benefit payments	Sandee Ross
BOOKS	Manuals, library and text books	Randy Corwin
CALCULATORS	Calculators	Randy Corwin
CALIF STATE	California State Board fees	Sandee Ross
CARTRIDGES	Toner, Ink	Vickie Haddox
CHARTER SERVICES	Chartered Transportation	Adeline Carrasco
COMPUTER S/E	Computer supply and equipment	Vickie Haddox
COMPUTER S/H	Computer software/hardware and licensing	Vickie Haddox
CONFERENCE	Conferences and workshops	Sandee Ross
CONSTRUCTION	New construction and modernizations	Analisa Maggio
CONSULTANT	Consultant services	Analisa Maggio
CONTRACTS	Contracts	Analisa Maggio
COPIERS	Copiers and fax machines	Analisa Maggio
CUSTODIAL	Custodial supplies and equipment	Adeline Carrasco
DIGITAL	Digital equipment, cameras	Vickie Haddox
ELECTRICAL SUPPLY	Wiring and components	Adeline Carrasco
EMP SCREEN	Personnel testing and employee screening	Mary Hendricks
EQUIPMENT	Equipment and specialty machinery	Analisa Maggio
EXPENSE CLAIMS	Expense claims and reimbursements	Randy Corwin
FEES	Fees and permits	Mary Hendricks
FIELD TRIPS	Field trips and admission tickets	Sandee Ross
FLAGS	Flags and banners	Adeline Carrasco
FOOD	Meals and refreshments	Sandee Ross
FURNITURE	Classroom and office furniture	Analisa Maggio
GRAPHICS	Graphics supplies and services	Sandee Ross
GROUNDS	Grounds, irrigation and horticulture	Adeline Carrasco
HOME ECON	Home Economics supplies and equipment	Sandee Ross
INSPECTION	Construction inspection and testing	Analisa Maggio
INSTRUCTION	Instructional materials - NO BOOKS	Randy Corwin
INSURANCE	Medical, dental and property insurance	Randy Corwin
LIBRARY	Library supplies & equipment (NO BOOKS)	Randy Corwin
MAINTENANCE	General Maintenance Supply	Adeline Carrasco
MAINT AGREEMENTS	Maintenance agreements	Sandee Ross
MEDICAL	Medical supplies and equipment	Randy Corwin
MEMBERSHIPS	Membership fees	Mary Hendricks
MUSIC	Music supplies and equipment	Randy Corwin
OFFICE	Office supplies	Randy Corwin
ON-LINE SVC	On-Line services and fees	Vickie Haddox

<b>Category</b>	<b>Description</b>	<b>Buyer</b>
OPEN PO	Open Purchase Orders	Randy Corwin
PLANNING	Architect and DSA/CDE/DTSC fees	Analisa Maggio
PLAYGROUND EQUIP	Playground equipment	Analisa Maggio
POSTAGE	Postage supply and equipment	Vickie Haddox
PRINTERS	Printers and scanners	Vickie Haddox
PROJECTS	Projects	Analisa Maggio
RADIOS	Radios & supplies	Adeline Carrasco
RENTAL	Rental of equipment	Adeline Carrasco
REPAIRS	Repair of equipment	Adeline Carrasco
SAFETY	Safety supplies and equipment	Analisa Maggio
SCIENCE	Science supplies and equipment	Sandee Ross
SECURITY	Security supply and equipment	Adeline Carrasco
SERVICES	Services provided by a vendor	Analisa Maggio
SITE	Site acquisition costs	Analisa Maggio
STAMPS	Self-inking and rubber stamps	Randy Corwin
SUBSCRIPTION	Newspaper and magazine subscriptions	Mary Hendricks
TECHNOLOGY	Technology services and fees	Vickie Haddox
TESTING	Testing materials	Randy Corwin
THEATER	Theatrical supplies and equipment	Sandee Ross
TOOLS	Auto shop and woodworking tools	Adeline Carrasco
TRAVEL	Airfare, lodging and car rental	Sandee Ross
UNIFORMS	Uniforms	Adeline Carrasco
UTILITIES	Utilities	Adeline Carrasco
VEHICLE S/E	Parts and engines	Adeline Carrasco
VEHICLES	Vehicles and buses	Analisa Maggio
VIDEO	Videos and DVD's	Vickie Haddox
WAREHOUSE ITEMS	One Source Orders	Vickie Haddox

*(S/E - Supplies and equipment)*

### **Buyer Contact Information**

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