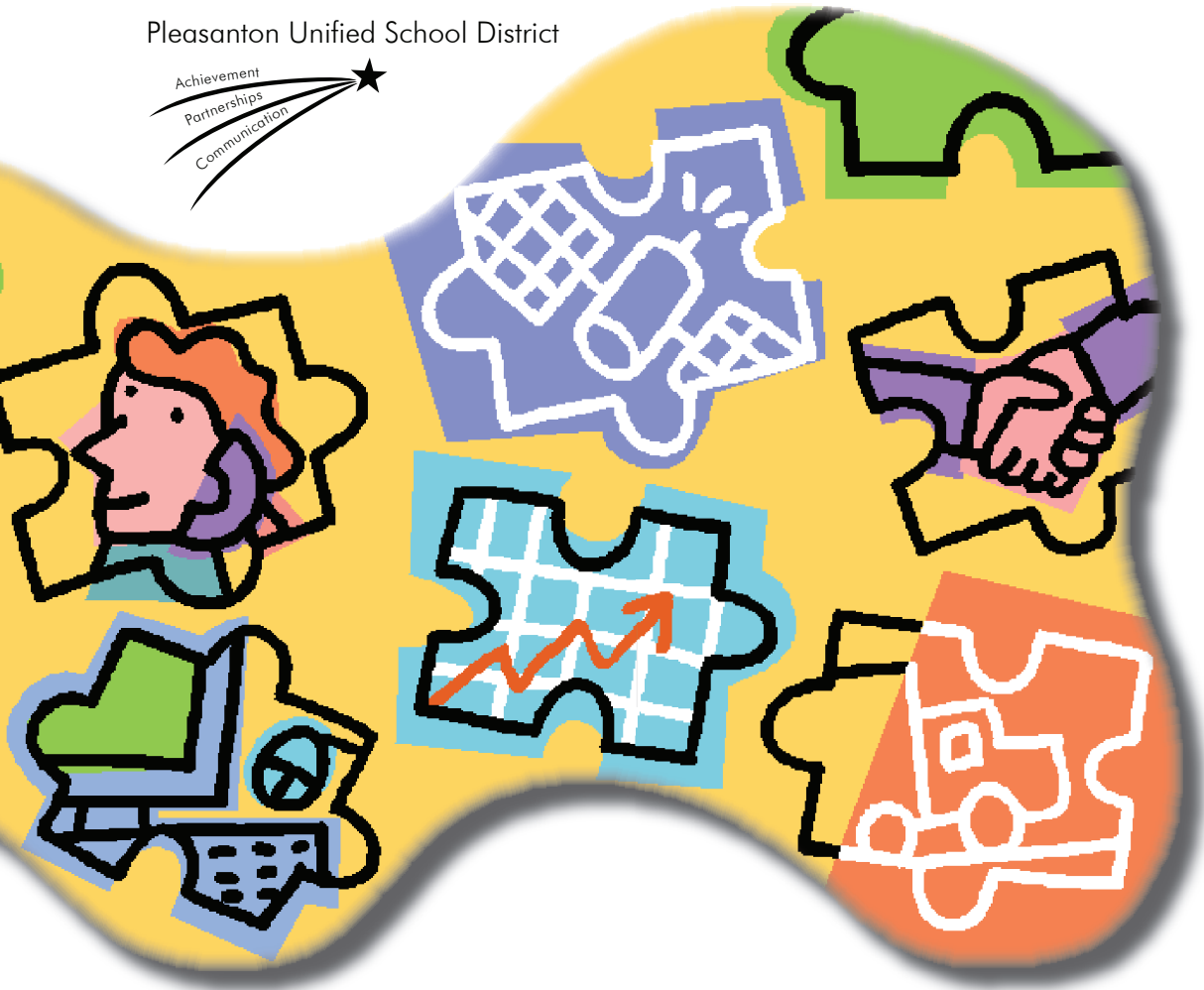
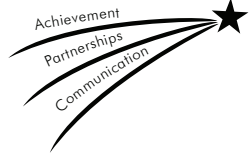


Pleasanton Unified School District



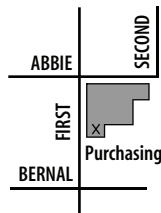
# Purchasing Service Information



## BULK MAIL

Please allow 2 weeks for bulk mail delivery. Any mail received after 9:00 a.m. will be taken to the Post Office the next day.

**PURCHASING**  
4750 First Street  
Pleasanton, CA 94566



**Open**  
7:00 a.m. - 4:00 p.m.  
Fax: 925-462-6065

**LeeAnn Pomplun**  
*COORDINATOR OF PURCHASING, WAREHOUSE AND GRAPHICS*

**Janet Bradley**  
*ACCOUNTING TECHNICIAN*

**Wendy Graham**  
*ACCOUNTING TECHNICIAN*

**Ellen Triebwasser**  
*CLERK*

## WHO TO CONTACT:

- Janet** 426-4336  
jbradley@pleasanton.k12.ca.us  
Fixed assets  
Purchase order questions  
Product research
- Wendy** 426-4337  
wgraham@pleasanton.k12.ca.us  
Developer fees  
Purchase order questions  
Product research
- Ellen** 426-4371  
etriebwasser@pleasanton.k12.ca.us  
US Mail  
Bulk Mail  
Stock requisition questions
- LeeAnn** 426-4335  
lpomplun@pleasanton.k12.ca.us  
Bidding/contracting  
Product research  
Any Purchasing/Warehouse  
Graphic questions



## WHAT WE DO . . .

- Legal requirements and bidding procedures per public contract code, education code, and any other state and federal laws
- Bidding procedures
- Negotiations
- Contracting
- Warehouse (Stores) purchases
- Vendor relations
- Commodities/market trends
- Board policies
- Research and evaluation
- Financial procedures
- Inventory control/stores
- Specification development



**Skills** The governing board has authorized the Coordinator - Purchasing, Warehouse and Graphics to represent the district's interests. Research, negotiations, contracting, verification and delivery are some of the services made possible by the skills and knowledge of Purchasing. These services enable the instructors, principals, and department managers to devote more valuable time to education.

**Ethics** The Purchasing department is dedicated to maintaining high standards of ethics, quality and competence.



## ASSURANCES

- Best value and highest quality
- Proper items
- Cost savings
- Best use of District funds
- Protection from loss or liability
- Timely availability and delivery
- Accounting documentation
- Product references/advice
- Review recycle products - environmental awareness

