

**EUHSD Purchasing Department: Staff Responsibilities**

*Director: Nick Brizeno x3223*

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<p align="center"><b><u>Primary Responsibilities</u></b></p> <p align="center"><b>Contracts</b></p> <ul style="list-style-type: none"> <li>Public Works (Under \$60k)</li> <li>Public Works Bid Agreements</li> <li>Independent Contractor Agreements - Site</li> <li>Professional Services                             <ul style="list-style-type: none"> <li>Architect</li> </ul> </li> </ul> <p align="center"><b>Commodity</b></p> <ul style="list-style-type: none"> <li>Technology (CTE)</li> <li>Book Adoptions</li> <li>Online Orders (Site Specific)</li> </ul> <p align="center"><b>Other Responsibilities</b></p> <ul style="list-style-type: none"> <li>Record Retention</li> <li>Asset &amp; District Inventory Tracking</li> </ul>	<p align="center"><b><u>Primary Responsibilities</u></b></p> <p align="center"><b>Contracts</b></p> <ul style="list-style-type: none"> <li>Special Education Contracts</li> <li>Non-Disclosure Agreements</li> <li>Independent Contract Agreements - Site</li> <li>Facility Use</li> <li>Performance Agreements</li> </ul> <p align="center"><b>Commodity</b></p> <ul style="list-style-type: none"> <li>Technology (Non-CTE)</li> <li>Furniture &amp; Ergo Supplies</li> <li>Copiers</li> <li>Online Orders (Site Specific)</li> </ul> <p align="center"><b>Other Responsibilities</b></p> <ul style="list-style-type: none"> <li>Property &amp; Loss Claims</li> <li>HazWaste Disposal &amp; Chemical Inventory</li> </ul>	<p align="center"><b><u>Primary Responsibilities</u></b></p> <p align="center"><b>Contracts</b></p> <ul style="list-style-type: none"> <li>Performance Agreements (ASB)</li> <li>Independent Service Agreement (ASB)</li> </ul> <p align="center"><b>Commodity</b></p> <ul style="list-style-type: none"> <li>Online Orders (ASB &amp; Site Specific)</li> <li>Office Supplies</li> <li>Printers/Toners</li> </ul> <p align="center"><b>Other Responsibilities</b></p> <ul style="list-style-type: none"> <li>Warehouse Receiving</li> <li>Insurance and SDS Tracking</li> <li>Site Safety Committee Materials &amp; Tracking</li> <li>Travel &amp; Conference</li> <li>Purchase Order Inquiries</li> <li>Annual/Monthly Training Records</li> <li>Ergonomic Evaluation Summaries</li> <li>Workers Compensation (Entry &amp; Tracking)</li> </ul>
<p align="center"><b><u>Secondary Responsibilities</u></b></p> <p align="center"><b>Sites Responsible For</b></p> <ul style="list-style-type: none"> <li>Escondido High</li> <li>Valley High</li> <li>Adult Education</li> <li>Middle College</li> </ul> <p align="center"><b>Departments Responsible For</b></p> <ul style="list-style-type: none"> <li>Maintenance &amp; Operations</li> <li>Transportation</li> <li>CTE</li> <li>Human Resources</li> </ul>	<p align="center"><b><u>Secondary Responsibilities</u></b></p> <p align="center"><b>Sites Responsible For</b></p> <ul style="list-style-type: none"> <li>San Pasqual High</li> <li>Orange Glen High</li> <li>Del Lago Academy</li> </ul> <p align="center"><b>Departments Responsible For</b></p> <ul style="list-style-type: none"> <li>Nutrition Services</li> <li>Technology</li> <li>Special Ed/START</li> <li>Ed Services (Non-CTE)</li> <li>Business Services – DSC</li> <li>Superintendent</li> </ul>	<p align="center"><b><u>Secondary Responsibilities</u></b></p> <p align="center"><b>Sites Responsible For</b></p> <ul style="list-style-type: none"> <li>Cal-SAFE</li> </ul> <p align="center"><b>Departments Responsible For</b></p> <ul style="list-style-type: none"> <li>Purchasing</li> <li>Risk Management</li> <li>Warehouse</li> <li>Print Shop</li> </ul>