### EUHSD Purchasing Department: Staff Responsibilities

**Time Period:** November - December 2022

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|---|---|---|---|---|
| **Responsibilities**  
*Contracts*  
• Public Works (Under $60k)  
• Public Works Bid Agreements  
• Commodity Bid Agreements  

**Sites Responsible For**  
• Adult Education  
• Middle College  
• Escondido High School  
• Orange Glen High School  
• San Pasqual High  
• Del Lago Academy  
• Valley High School  
• Cal-Safe  
• ASB & Athletic Departments-all  

**Other Responsibilities**  
• Online Platform Management (Amazon)  

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| **Responsibilities**  
*Contracts*  
• Professional Services Agreements  
• Independent Contract Agreements  
• Performance Agreements  

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| **Responsibilities**  
• Facilitron & Facility use  
• Risk Management  
• Emergency supplies  
• Workers Comp  
• Ergonomic evaluations  
• CPR & Required Annual Trainings  
• Hazardous Materials  
• MOUs  
• Other contract support as needed  

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| **Responsibilities**  
• Insurance Document Management  
• Travel & Conference  
• Asset & District Inventory Tracking  
• Other duties and special projects as needed  

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| **Responsibilities**  
• Receiving  
• Returns of goods to vendors  
• Filing and data entry  
• Other duties and special projects as needed  

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| **Responsibilities**  
• Record Retention Program Management  
• Director level responsibilities  

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