



**THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA
PURCHASING/PROPERTY AND WAREHOUSE DEPARTMENT STAFF RESPONSIBILITIES
LIST**

Updated 03.26.2024

Highlighter in Yellow are Commodity w/Contracts



Hours of Operation	BUYER # 2	BUYER #32	BUYER # 78	BUYER # 66
Purchasing - 8 AM - 4:30 PM	Cheryl Hood	Lisa Kesecker	Daniel Munoz	Igneris Lopez
Property Records - 7 AM - 3PM	Supervisor of Purchasing	FF&E Purchasing Specialist	Senior Buyer	Senior Buyer
Warehouse - 7 AM - 3:30 PM	407-870-4627 Ext. 65513	407-870-4622 Ext. 65518	407-483-3684 Ext. 65503	407-870-4023 Ext. 65502
Ed Parker, CPPO, CPPB	Cheryl.Hood@osceolaschools.net	Lisa.Kesecker@osceolaschools.net	daniel.munoz@osceolaschools.net	Igneris.Lopez@osceolaschools.net
Director of Purchasing, Contracts,	Purchasing Department Operations	FF&E Coordinator:		AV Equipment / Supplies / Repair
Property Records, Warehouse	Purchasing Card Administrator:	Read & Understand BluePrints	Grant Funded Services	Computers / Accessories / Maintenance
407-870-4620 Ext. 65505	Order all cards	Meet w/staff to determine FF&E needs	Grant Program Evaluators	Computers
Edward.Parker@osceolaschools.net	Modify when necessary	Provide staff w/specification for orders	Speech Language Pathologist	Computer Peripherals
Energy Efficiency/Conservation	Monitor all charges	Approves all FF&E orders	Physical Therapist	Computer Maintenance/Service
Billboards	Purchasing Card Training	Manage delivery of FF&E	Occupational Therapist	Mailing Services: Postal, UPS, Fedex
Bid Protests	VendorLink Software Administrator	Manage the installation of FF&E	Therapeutic & Consulting Services (BCBA)	Office Supplies & Equipment
Policies & Procedures	Facilities:	Manages the FF&E Budget	Florida Certified Teachers	Office Machines (ink/toner/postage)
Cellular Towers	Architect/Engineer	Appliances	Mental Health Services	Copiers
Contracts: All Contracts	Building Envelop	Audio Enhancement Systems	Healthcare Services (LPN, RN)	ID Machines
Land Use	Civil Engineer	Flags & Flag Poles	Insurance/Benefits/Medical:	Laminators
	Construction Manager @ Risk	Furniture	Drug & Alcohol Testing	Mailing Machines
Cecilia Gonzalez	Geotech/Threshold	Lockers	Employee Benefits Consulting	Poster Makers
Secretary III	HVAC Test & Balance	Marker Boards	Employee Assistance	Printers
407-870-4625 Ext. 65504	Mechanical/Electrical/Plumbing Engineers	Moving and Storage Services	Insurance Broker	Scanners
Cecilia.Gonzalez@osceolaschools.net	Survey and Mapping	Risers / Portable Stages	Medical Administration Services	Scanning & Testing
Document Retention - ALL Bids & Contracts	Financial Services - Original Contract	Shelving	Pharmacy Benefits	Smart Boards
Payroll/Travel	Environmental Service		Networks/Security	Software / Webtools (all)
All special contracts for example:	Impact Fees		Communication Cabling / Hardware	Subscriptions - Electronic (all)
Virtual Schools	Planning: Contract needs		E-Rate	Wireless Communications
Charter Schools	Portables		Network Infrastructure	Video / TV Studio
Access Agreements (Students)	Sheds		Security Systems	Other Duties
Vandal Watch Agreements	Termites Bid		Telephone Systems & Programming	P.O. Printing Backup
Finance Amendments	Titles/Tags		Translation Services/Sign Language	
MOU's for HR (Universities)	Utility P.O.'s/Contracts		Tutoring	
Contracts - As assigned	Vehicles		Warehouse Inventory "ONLY" Bids:	
			Copy & Fine Paper Products	
			Custodial Supplies	
Lissett Rodriguez			Furniture	
Contracts Secretary			Lunchroom Supplies	
407-870-4834 Ext. 65519			Office Supplies	
Lissett.Rodriguez@osceolaschools.net				
Manages All Contracts				
Processed through Legal, Board, etc...				
Manage the flow				
Department Website Maintenance				
Receives all Contract In-Takes				
Assigns to Aproprate Buyer				
Contract Record Management				
Secretary Backup (Payroll etc)				
Contracts Training				

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BUYER # 72	BUYER # 73	BUYER # 74	BUYER # 76	
Gladinnette Cabrera Vazquez Senior Buyer 407-343-8604 Ext. 65511	Audra "Renee" Rodriguez Senior Buyer 407-870-4621 Ext. 65517	Loni Vanbenthuisen Senior Buyer 407-870-4626 Ext. 65507	Melanie Lachmiller Senior Buyer 407-933-9949 Ext. 65501	Alexandra Castro Buyer I 407-870-4630 Ext. 65500
gladinnette.cabrera@osceolaschools.net	Audra.Rodriguez@osceolaschools.net	Loni.Vanbenthuisen@osceolaschools.net	Melanie.Lachmiller@osceolaschools.net	Alexandra.castro@osceolaschools.net
Advertising/Rebranding/Marketing	Art Equipment & Supplies	Auditorium Drapes /Curtains, Stage Rigging	Contractor Srvs (Facilities/Maint)	Bid Openings/Posting/Folder
Athletic Services:	Books/Magazines/Subscriptions (Printed)	Automotive Equipment and Supplies	HVAC Contractors	Board Packet
Athletic Supplies/Equipment	Classroom Supplies & Equipment	Batteries	HVAC Controls Contractors	Contracts - Upload/File
Athletic Game Officials/Sports Camps	Classroom Pre-Printed Promotional Items	Charter Buses	Electrical Contractors	Department Website Maintenance
Gym Floors, New & Refinishing	Health & Medical Supplies & Equipment	Custodial Equipment & Supplies & Repair	Fencing Contractors	Document Retention - Back-up
Track Resurfacing	Music: Instruments / Equip. / Supplies	Fuel	Fire Alarm Contractors	GreenBook Maintenance
Cosmetology	Professional Development/SDOC template	Garbage & Recycling Services & Equip.	Fire Suppression/Backflows	Insurance Certificates
CTE - All including Contracts	Registrations:	Intra & Inter State Field Trips	Locksmith Contractors	Intakes Back-Up
Culinary Arts: Equipment / Supplies	Conferences	LP Gas	Parking Lot Striping Contractors	Mail
Family & Consumer Sciences	Hotel	Lawn Care Services & Equipment/Sod	Plumbing Contractors	Front Desk - Phones
Internships	"Off-Site"	Performing Arts Tech. & Prof. Services	Painting Contractors	Trade Bid Quotes Maintenance
Food Service: ALL	Speaker/Lecturers	Back of House Technical Services	Pressure Washing Contractors	Vendor Adds
Food Items / Equip / Supplies/Vehicles	Science Equip. & Supplies (Incl. Robotics)	Front of House Event Staffing Services	Reinforcing/Cement/Masonry	VendorLink Maintenance/Information
Kitchen Equipment Parts	Special Events:	Security Personnel	Millworks and Cabinetry Contractors	
Fund Raisers	Carnivals, Graduation Services	Surplus Services	Irrigation Contractors	
Photographers	Homecoming, Proms	Transportation Department Equip & Supplies	Drywall/Framing/Acoustical Ceiling	
Printing Services:	Transportations Contracts:	Transportation Services (Van Rentals)	Roofing Contractors	
Banners & Signs	Home Owners Assoc. Bus Access Contracts	SSEM Services & Equipment:	Sign Contractors	
Embroidery & Screen Printing	Special Needs Bus Services	Door Hardware/Locks	Site Work Contractors	
Promotional Items	Two Way Radios & Repeaters	Fire Alarm Inspections/Monitoring	Contractor Services (IT, IS & IMC):	
Trophies, Plaques & Medals	Other Duties	Fire Alarm Parts	Audio Visual	
Yearbooks	P.O. Printing Backup	Fire Extinguisher/Hoods	Communication Cabling	Michelle Holmes
Student Graduation Services/Items	Vendorlink Software Admin. Backup	Security Hardware Lock & Supplies	Intrusion Detection Systems	Accountant I
Class Rings, Diplomas, etc.		Window Film & Installation	Video Surveillance	407-870-4619 Ext. 65509
Student Planners		Suppression System	Maintenance Services & Equipment:	michelle.holmes@osceolaschools.net
Uniforms:		Industrial Services	Aluminum Ramps/Walkways	Department Budgets
Cheerleading / Sports / Work		Aquatic Weed Control	Bleacher Inspections/Repairs	FF&E Budgets
Band / Choir / etc.		Auction Services	Electrical	FF&E P.O.'s
Vending		Motor Oil	Elevators	Petty Cash
Vet/Agriculture/FFA Supplies		Golf Carts	Emergency Clearing/Removal/Inspect	"Printing" of District POs
		Bus Cameras	Fencing	Termite Contract Administration
		Temporary Staffing (Kelly Services)	Floor Coverings - Materials/Install	
		Tires	Fencing	
		Special Needs Transport	Floor Coverings - Materials/Install	
		School Bus Driver Services	Backflows	
		School Bus Transportation	HVAC Supplies & Maintenance	
		GPS	Paint	
		Other Duties	Playground Equipment & Installation	
		Purchasing Card Backup	Plumbing	
			Signs	