



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



Updated 04.02.2025

**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
Kristine Rodriguez, CPSM, NIGP-CPP, CPPO, CPPB Director of Purchasing, Contracts,	<a href="mailto:Cheryl.Hood@osceolaschools.net">Cheryl.Hood@osceolaschools.net</a>	<a href="mailto:Lisa.Kesecker@osceolaschools.net">Lisa.Kesecker@osceolaschools.net</a>	<a href="mailto:daniel.munoz@osceolaschools.net">daniel.munoz@osceolaschools.net</a>	<a href="mailto:Igneris.Lopez@osceolaschools.net">Igneris.Lopez@osceolaschools.net</a>
Property Records, Warehouse 407-870-4620 Ext. 65505	VendorLink Software Administrator	Read & Understand BluePrints Meet w/staff to determine FF&E needs	<b>Grant Funded Services</b> Grant Program Evaluators	<b>Computers / Accessories / Maintenance</b> Computers
<a href="mailto:Kristine.Rodriguez@osceolaschools.net">Kristine.Rodriguez@osceolaschools.net</a>	Architect/Engineer	Provide staff w/specification for orders	Speech Language Pathologist	Computer Peripherals
Energy Efficiency/Conservation	Building Envelop	Approves all FF&E orders	Physical Therapist	Computer Maintenance/Service
Billboards	Civil Engineer	Manage delivery of FF&E	Occupational Therapist	Mailing Services: Postal, UPS, Fedex
Bid Protests	Construction Manager @ Risk	Manage the installation of FF&E	Therapeutic & Consulting Services (BCBA)	Office Supplies & Equipment
Policies & Procedures	Geotech/Threshold	Manages the FF&E Budget	Florida Certified Teachers	<b>Office Machines (ink/toner/postage)</b>
Cellular Towers	HVAC Test & Balance	Appliances	Mental Health Services	Copiers
<b>Contracts:</b> All Contracts	Mechanical/Electrical/Plumbing Engineers	Audio Enhancement Systems	Healthcare Services (LPN, RN)	ID Machines
Land Use	Survey and Mapping	Flags & Flag Poles	<b>Insurance/Benefits/Medical:</b>	Laminators
<b>Cecilia Gonzalez</b> Secretary III 407-870-4625 Ext. 65504 <a href="mailto:Cecilia.Gonzalez@osceolaschools.net">Cecilia.Gonzalez@osceolaschools.net</a>	Financial Services - Original Contract	Furniture	Drug & Alcohol Testing	Mailing Machines
	Environmental Service	Lockers	Employee Benefits Consulting	Poster Makers
	Impact Fees	Marker Boards	Employee Assistance	Printers
	Planning: Contract needs	Moving and Storage Services	Insurance Broker	Scanners
	Portables	Risers / Portable Stages	Medical Administration Services	Scanning & Testing
Document Retention - ALL Bids & Contracts	Sheds	Shelving	Pharmacy Benefits	Smart Boards
Payroll/Travel	Termites Bid		<b>Networks/Security</b>	Software / Webtools (all)
<b>All special contracts for example:</b>	Titles/Tags		Communication Cabling / Hardware	Subscriptions - Electronic (all)
Virtual Schools	Utility P.O. s/Contracts		E-Rate	Wireless Communications
Charter Schools	Vehicles	<b>Stella Gil</b> Senior Buyer 407-933-9965 Ext. 65542 <a href="mailto:Stella.Gil@osceolaschools.net">Stella.Gil@osceolaschools.net</a>	Network Infrastructure	Video / TV Studio
Access Agreements (Students)			Security Systems	<b>Other Duties</b>
Vandal Watch Agreements			Telephone Systems & Programming	P.O. Printing Backup
Finance Amendments	<b>Katrina Ponzini, M.Ed., CPCM, NIGP-CPP, CPPB</b>	District Amazon Business Program	Translation Services/Sign Language	
MOU's for HR (Universities)	Supervisor of Purchasing	Program Operations	<b>Tutoring</b>	
Contracts - As assigned	407-933-9968 Ext. 65540 <a href="mailto:Katrina.Ponzini@osceolaschools.net">Katrina.Ponzini@osceolaschools.net</a>	Program Auditing	<b>Warehouse Inventory "ONLY" Bids:</b>	
		District Purchasing Card Program	Copy & Fine Paper Products	
		Program Operations	Custodial Supplies	
<b>Lissett Rodriguez</b> Contracts Secretary 407-870-4834 Ext. 65519 <a href="mailto:Lissett.Rodriguez@osceolaschools.net">Lissett.Rodriguez@osceolaschools.net</a>	Program Administration and Oversight	Program Training	Furniture	
	District Amazon Business Program		Lunchroom Supplies	
	Program Administration and Oversight		Office Supplies	
Manages All Contracts	Small Business and Veteran Programs	<b>Heather Allers-Sotomayor</b> Secretary I 407-750-9316 Ext. 65541 <a href="mailto:Heather.Allers@osceolaschools.net">Heather.Allers@osceolaschools.net</a>		
Processed through Legal, Board, etc...	Program Administration and Oversight			
Manage the flow	Vendor Registration/Certification			
Department Website Maintenance	Monitor Compliance	Small Business and Veteran Programs		
Receives all Contract In-Takes	Vendor Outreach and Training	Vendor Communication		
Assigns to Apropriate Buyer		Vendor Directory		
Contract Record Management		Vendor Lists		
Secretary Backup (Payroll etc)		Vendor Outreach and Training		
Contracts Training				

