



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

Updated 3.22.2023

Highlighter in Yellow are Commodity w/Contracts



Hours of Operation	BUYER # 2	BUYER #58	BUYER #32	BUYER # 66
Purchasing - 8 AM - 4:30 PM	Cheryl Hood	Arima Santana	Lisa Keseker	Ignieris 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	407-483-3684 Ext. 65503	407-870-4622 Ext. 65518	407-870-4023 Ext. 65502
Ed Parker, CPPO, CPPB	Cheryl.Hood@osceolaschools.net	Arima.Santana@osceolaschools.net	Lisa.Keseker@osceolaschools.net	Ignieris.Lopez@osceolaschools.net
Director of Purchasing, Contracts,	Purchasing Department Operations	FF&E Coordinator:	Custodial Equipment & Supplies & Repair	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	FF&E Budget
Bid Protests	VendorLink Software Administrator	Manage the installation of FF&E	Therapeutic & Consulting Services (BCBA)	Mailing Services: Postal, UPS, Fedex
Policies & Procedures	Facilities:	Manages the FF&E Budget	Florida Certified Teachers	Office Supplies & Equipment
Cellular Towers	Architect/Engineer	Appliances	Mental Health Services	Office Machines (ink/toner/postage)
Contracts: All Contracts	Building Envelop	Audio Enhancement Systems	Healthcare Services (LPN, RN)	Copiers
Land Use	Civil Engineer	Flags & Flag Poles	Insurance/Benefits/Medical:	ID Machines
	Construction Manager @ Risk	Furniture	Drug & Alcohol Testing	Laminators
Cecilia Gonzalez	Geotech/Threshold	Industrial Supplies	Employee Benefits Consulting	Mailing Machines
Secretary III	HVAC Test & Balance	Lockers	Employee Assistance	Poster Makers
407-870-4625 Ext. 65504	Mechanical/Electrical/Plumbing Engineers	Marker Boards	Insurance Broker	Printers
Cecilia.Gonzalez@osceolaschools.net	Survey and Mapping	Moving and Storage Services	Medical Administration Services	Scanners
Document Retention - ALL Bids & Contracts	Financial Services - Original Contract	Risers / Portable Stages	Pharmacy Benefits	Scanning & Testing
Payroll/Travel	Environmental Service	Shelving	Networks/Security	Smart Boards
All special contracts for example:	Impact Fees	Two Way Radios & Repeaters	Communication Cabling / Hardware	Software / Webtools (all)
Virtual Schools	Planning: Contract needs	Other Duties	E-Rate	Subscriptions - Electronic (all)
Charter Schools	Portables	P.O. Printing Back-up	Network Infrastructure	Wireless Communications
Access Agreements (Students)	Sheds	Purchasing Card Back-up	Security Systems	Video / TV Studio
Vandal Watch Agreements	Termites Bid	Title/Tags Back-up	Telephone Systems & Programming	
Finance Amendments	Titles/Tags	VendorLink Software Admin Back-up	Translation Services/Sign Language	
MOU's for HR (Universities)	Utility P.O.'s/Contracts		Warehouse Inventory "ONLY" Bids:	
Contracts - As assigned			Copy & Fine Paper Products	
			Custodial Supplies	
			Furniture	
Lissett Rodriguez			Lunchroom Supplies	
Contracts Secretary			Office Supplies	
407-870-4834 Ext. 65519			Tutoring	
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				

THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA
PURCHASING/PROPERTY AND WAREHOUSE DEPARTMENT STAFF RESPONSIBILITIES LIST
Updated 3.22.2023



BUYER # 72	BUYER # 73	BUYER # 74	BUYER #??	
Gladinette Cabrera Vazquez	Audra "Renee" Rodriguez	Loni Vanbenthuyzen	Vacant	Irma McFarlane
Senior Buyer	Senior Buyer	Senior Buyer	Senior Buyer	Buyer I
407-343-8604 Ext. 65511	407-870-4621 Ext. 65517	407-870-4626 Ext. 65507	407-870-4626 Ext. 65507	407-870-4630 Ext. 65500
Gladinette.CabreraVazquez@osceolaschools.net	Audra.Rodriguez@osceolaschools.net	Loni.Vanbenthuyzen@osceolaschools.net	Cheryl.Hood@osceolaschools.net	Irma.McFarlane@osceolaschools.net
Advertising/Rebranding/Marketing	Art Equipment & Supplies	Auditorium Drapes /Curtains, Stage Rigging	Contractor Svcs (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	Driver's Educ. Cars & Products	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	Vehicles (Except for SNS)	Sign Contractors	
Embroidery & Screen Printing	Special Needs Bus Services		Site Work Contractors	
Promotional Items			Contractor Services (IT, IS & IMC):	
Trophies, Plaques & Medals			Audio Visual	
Yearbooks			Communication Cabling	Laura Elam
Student Graduation Services/Items			Intrusion Detection Systems	Bookkeeper
Class Rings, Diplomas, etc.			Video Surveillance	407-870-4619 Ext. 65509
Student Planners			Maintenance Services & Equipment:	Laura.Elam@osceolaschools.net
Uniforms:			Aluminum Ramps/Walkways	Department Budgets
Cheerleading / Sports / Work			Bleacher Inspections/Repairs	FF&E P.O.'s
Band / Choir / etc.			Door Hardware/Locks	Petty Cash
Vending			Electrical	"Printing" of District POs
Vet/Agriculture/FFA Supplies			Elevator	Termite Contract Administration
			Emergency Clearing/Removal/Inspect	
			Fencing	
			Floor Coverings - Materials/Install	
			Fire Alarm Inspections/Monitoring	
			Fire Extinguisher/Hoods	
			Fire Suppression/Backflows	
			HVAC Supplies & Maintenance	
			Paint	
			Playground Equipment & Installation	
			Plumbing	
			Security Hardware Lock & Supplies	
			Signs	