Purchasing Department Staff

Claudia Simancas, Lead Buyer

(818) 729-4533 * Fax: (818) 729-4534 claudiasimancas@burbankusd.org

Asset, E-Waste, & Hazardous Material Disposal

Athletic Equipment (over \$500 per unit)

Bids (Formal & Informal) Consultant Agreements

CUPCCAA Projects and Applications

Duplicator & Photocopier Agreements & Supplies

Field Trip Reservations

Furniture

Handheld Radios & Supplies Health Equipment & Supplies Maintenance Agreements (Facilities & Office Equipment)

Office Equipment (over \$500 per unit)

Paper

Playground Equipment (over \$500 per unit) PPE (Personal Protective Equipment)

Public Works, Repairs, & Maintenance Over \$15,000

Professional Service Agreements

Retiree Reimbursements

Transportation Warehouse Stock

Terri Harvey, Buyer

(818) 729-4530 * Fax: (818) 729-4534

terriharvey@burbankusd.org

Audio Visual Equipment & Supplies Auto Shop Equipment & Supplies Classroom Shop Equipment & Supplies Computer Equipment & Supplies Culinary Equipment & Supplies

Culinary Equipment & Supplies Custodial Equipment & Supplies

Facilities, Operations, & Grounds Equipment & Supplies

Gardening Equipment & Supplies

Home Economics Equipment & Supplies

Musical Instruments

Public Works, Repairs, & Maintenance Under \$15k

Science Equipment & Supplies

Software Licenses

Maro Bojolyan, Purchasing Technician

(818) 729-4531 * Fax: (818) 729-4534 marobojolyan@burbankusd.org

Art Supplies Athletic Supplies

Books (Classroom & Library) Custom Clothing & Printed Materials

Curriculum Materials

Diplomas

Document Destruction/Shredding Library & Bookroom Supplies Mail Graders (Report Cards) Maps & Globes Memberships Office Supplies

Periodical & Magazine Subscriptions

Playground Supplies Reimbursements Testing Materials Textbook Adoptions