

Sylvia G. Zapata, Director of Purchasing and Warehouse Operations



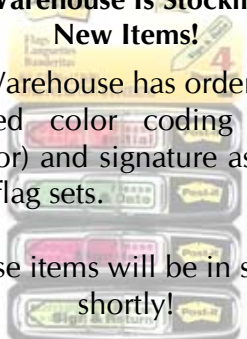
Director's Note:

Thanksgiving is a good time for us to share what we're thankful for. At the Purchasing and Warehouse Operations Department, we give thanks for the many blessings that exist in our lives. I would like to take this time to personally wish you all the happiness Thanksgiving Day can bring and in the days that follow, all the best of everything.

Warehouse Is Stocking New Items!

The Warehouse has ordered assorted color coding labels (5 color) and signature assorted color flag sets.

These items will be in stock shortly!



Warehouse Manager's Note:

At the Warehouse, we strive to maintain an adequate stock of supplies.

While we order realistic amounts, certain items are out faster than anticipated. We apologize if supplies that you want to order are out of stock.

We ask that you bear with us as we will fill your request as soon as possible.



Purchasing Tips and Notes

Food consumption for staff meetings shall be limited to light refreshments.

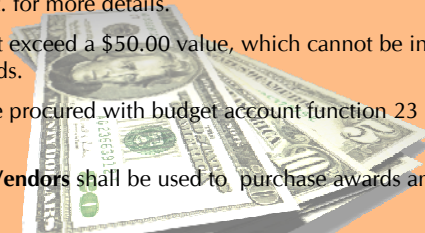
All Dell requisitions require a quotation number from Dell. Please contact Diana Torrez @ Technology Dept. for more details.

Student incentives may not exceed a \$50.00 value, which cannot be in the form of cash, i.e., check, gift cards.

Teacher incentives shall be procured with budget account function 23 at the campus level.

Award and Incentive Bid Vendors shall be used to purchase awards and incentives using object code 6497.

Please Note: Sole Source vendors and Decorative Stationery bid may also be used for certificates. Use object code 6497 for purchasing decorative stationery for certificates.



Asset Management Department

The Asset Management Department has been working diligently to remove equipment and furniture from campuses and departments that could be considered a safety hazard.



The department will also begin furnishing Palmview High School and Evangelina Gaza Elementary portable buildings soon.

Purchasing Training sessions were held in September and October of 2009. These sessions were provided to ensure that new administrators and secretarial staff had the necessary resources to facilitate the purchasing, accounting and warehouse functions.

Thank you to all 167 staff members that attended these sessions.

