

Purchasing Department

Phone: 410-996-5429

Email: procurement@ccps.org

Rick Raulie

Assistant in Purchasing

- Supervision of Print and Distribution Services
- Acquisition Management and Contract Information
- Competitive Bid, Proposal and Quote Solicitations
- Vendor Maintenance
- Technology, Professional Services, Food & Nutrition, Copiers, Special Education, Student Services, Online Catalogs, Transportation, Vehicles, Textbooks, Contracted Print Services
- Issues Quotes
- Disposal of Property
- P-Card Program Administrator
- Public Information Act Requests

Kay Porter

Purchasing Specialist

- Acquisition Management and Contract Information
- Competitive Bid, Proposal and Quote Solicitations
- Construction, Facilities, Maintenance, Operations, Furniture, AV Equipment, Fuel, HR/Employee Benefits
- Issues Quotes
- Shred Schedule/File Storage
- E-Rate
- ASBO Liaison

Daniela Dunlap

Purchasing Administrative Secretary / P-Card Coordinator

- Maintains and Coordinates Purchasing Card (P-Card) Program
- P-Card Transactions and Auditing
- Trains New Hires in Purchasing Procedures and P-Card Procedures
- Amazon Business, Staples, and WB Mason Program Coordination
- Telephone Work Orders, Cell Phone & Related Requests
- Processing Requisitions, Issues and Adjusts POs
- Issues Quotes
- Website Maintenance

Print and Distribution

Contact the Print and Distribution Department for:

- Print Job Requests
- Furniture Bulletin
- Furniture and Equipment Disposal/Location Change Work Order
- print_distribution_services@ccps.org