

# Purchasing Department

Phone: 410-996-5429

Email: [procurement@ccps.org](mailto:procurement@ccps.org)

## **Rick Raulie**

### **Assistant in Purchasing**

- 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
- Public Information Act Requests
- MBE Liaison

## **Kay Porter**

### **Assistant in Purchasing**

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

## **Daniela Dunlap**

### **Purchasing Specialist**

- Purchasing Card (P-Card) Program Administrator
- 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
- Process Requisitions, Issues and Adjusts POs
- Issues Quotes
- Shred/File storage
- 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](mailto:print_distribution_services@ccps.org)