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  
- 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