

Purchasing Department Staff

Claudia Simancas, *Senior Buyer*

Construction Contracts/Bids – Public Works over \$15,000

(818) 729-4533 * Fax: (818) 729-4534

claudiasimancas@burbankusd.org

Art Supplies
Athletic Equipment & Supplies
Binding Equipment & Supplies
Drafting Supplies
Duplicators, Photocopiers & Supplies
Furniture, Office & Classroom
Handheld Radios & Supplies
Health Supplies

Office Equipment & Supplies
Laminators
Maintenance Agreements (Office Equipment)
Paper
Playground Equipment & Supplies
Transportation
Warehouse stock

Terri Harvey, *Buyer*

Field Contracts – Public Works under \$15,000

(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 Supplies
Gardening Supplies

Hazardous Material Disposal
Home Economics
Maintenance Agreements (Facilities)
Musical Instruments
Operations (Non-Stock)
Science
Software & Licenses

Michele Otters, *Purchasing Technician*

Special Education Local Plan Area Contracts – SELPA

(818) 729-4531 * Fax (818) 729-4534

micheleotters@burbankusd.org

Books, Classroom & Library
Consultant Agreements
Curriculum Materials
Diplomas
Document Destruction
Field Trip Reservations
Mail Graders
Maps & Globes

Memberships
Periodicals & Magazine Subscriptions
Printing
Reimbursements
Special Education Master Contracts
Testing Materials & Supplies
Textbook Adoptions