

**Jane Miceli**  
**Manager, Purchasing Services**  
**Ext. 2528**

**PURCHASING COMMODITIES**

**Dave Bennett**  
**Procurement Supervisor**  
**Risk Management & Insurance**  
**Ext. 2265**

**Bob Gibson**  
**Senior Buyer**  
  
**Ext. 2644**

**Margaret Robinson**  
**Senior Buyer**  
  
**Ext. 2264**

**Sherry Boxall**  
**Buyer**  
  
**Ext. 2267**

Cartage/Courier/Mailroom  
Copy Equipment & Printing  
Shredding Services  
Vehicles

**Printing & Mail Services**  
**Doris Thomsen-Griffin – ext. 2299**  
Print and Mail Coordinator  
**Jacki Spencer – ext. 2280**  
Printing Clerk  
**Deb Pocha – ext. 2281**  
Mail Administrator

Audio Visual Equipment  
Classroom Furniture  
Computers  
- Hardware (including printers)  
- Lab Furniture  
- Software  
- Surplus Disposal  
Document Scanning  
Grass Cutting  
Library Furniture  
Musical Instruments & Supplies  
Science  
Smart Boards/LCD Projectors  
Snow Clearing

Appliances  
Athletic Equipment  
Auditorium  
Cafeteria Equipment  
Daycare/Playground Equipment  
Facilities Maintenance  
Office Furniture  
Window Coverings  
WSIB Orders

Advertising  
Cell Phones  
Purchasing Cards  
School Clothing (Uniforms)  
Standard Supplies (Consumables)  
- Art  
- Caretaking  
- Classroom Supplies  
- Copy Paper  
- Office Supplies  
- Printer Cartridges  
Teaching Materials  
Textbooks/Library Books

**Evelina Fortuna – Assistant**  
**Ext. 2262**  
General Inquiries  
Requisition Processing  
EBSCO  
Cell Phone & P-cards

**Andrea Mouskos – Assistant**  
**Ext. 2269**  
Tender Preparation  
Insurance Assistance  
Surplus Furniture Posting  
New Vendors