

## ESC – Purchasing/Warehouse Department Contacts

**Tiffany Audette, Director of Purchasing, 506-1306**

Purchasing, Warehouse

### **Purchasing:**

Orders to be entered into purchasing system, or orders already in process:

[purchorders@ahschools.us](mailto:purchorders@ahschools.us)

Returning merchandise and questions concerning PO Invoices to be paid: [purchap@ahschools.us](mailto:purchap@ahschools.us)

Quote requests, who to order from, district contract inquires, standards, skyward, vender referrals:

[purchquotes@ahschools.us](mailto:purchquotes@ahschools.us)

Amazon orders: [amazon@ahschools.us](mailto:amazon@ahschools.us)

Contracts, and contract routing: [contracts@ahschools.us](mailto:contracts@ahschools.us)

**Brian Marquis, Purchasing Supervisor:** P-cards, Fuel cards, PO Invoices, order modifications 506-1302

**Anita McLaughlin:** Expediting and receiving of orders, order status inquiries 506-1311

**Carla Ranelle:** Skyward training and PO processing new vendor requests, vendor information updates, website, and payment processing of public auction sales 506-1301

**Ashley Masog:** PO processing, Amazon orders, request for quotes, vendor information updates, website, and stock orders 506-1305

**Lois Irber:** Bids, proposals, quotes, contracts and renewals 506-1303

### **Quick Access links:**

[Purchasing Intranet Resources](#)

[Contract Routing Instructions](#)

[District Furniture Catalog](#)

[Purchasing Procedure Manual](#)

### **Warehouse:**

Warehouse catalog, inventory, requests, surplus: [Warehouse@ahschools.us](mailto:Warehouse@ahschools.us)

**Dean Holmstrom, Warehouse Supervisor:** Emergency needs, operations, transfer tickets, inventory, deliveries, scheduling 506-1314

**Mandy Hansen:** Catalog, inventory, requests, surplus 506-1304

### **Quick Access links:**

[Transfer tickets](#)

[District Warehouse Catalog](#)

[Surplus Form](#)