

# Purchaser

The responsibilities of the purchaser include:

- Purchase supplies necessary for the operation of the school (e.g. paper towels, soap, toilet paper, etc. Refer to enclosed list for a basic Supplies list.)
- Teachers update list of needed supplies located inside the cabinet above the sink in the Art Room.
- Submit receipts to Treasurer for reimbursement within 60 days. Use reimbursement form in red file folder to right of mailboxes in block room. You don't need to calculate exact \$ spent on Maintenance vs. Educational supplies on form, but please estimate % from each receipt.
- On a **weekly** basis (before or after school) check to see if supplies are needed (on corkboard in cabinet above kitchen sink).
- On a **weekly** basis, check to see if there are enough paper towels and toilet paper in cabinets in Bathroom. Check the supply and buy more before the school runs out!
- Please put things away where they belong and remind teachers and the appropriate people where supplies are located.

## **ONLY PURCHASE SOMETHING WITH TEACHER APPROVAL**

Your contact person is the Jobs Coordinator, Lisa Reschke. Please contact her directly for additional details of your job and to discuss any questions, concerns, or needs.

## **BASIC SUPPLIES LIST FOR PURCHASER**

All of the items on this list should be kept on hand.

- Paper towels – cases of single fold
- Toilet Paper
- Napkins – cocktail size for children’s snack
- Paper plates
- Liquid soap – From Center Hardware for mounted dispensers
- Kitchen garbage bags – Tall kitchen bags and 24 gallon bags for large kitchen can
- Lawn garbage bags.
- Ziploc bags - gallon
- Vinegar – plain and cheapest
- Baking Soda – 10 pound bags from Costco
- Latex Free Rubber gloves
- Sponges
- Coffee filters
- Shaving cream
- Mops
- H2 Orange Cleaner (Purchase thru TechnicaClean 510.783.4500)
- Be sure there is a supply of paper bags for the paper recycling cans.

Before school opens you need to stock up on the following supplies:

- Paper Towels - cases of single fold.
  - Trash Bags - tall kitchen
  - H2 Orange Cleaner (Purchase thru TechnicaClean 510.783.4500)
- You can find these items in bulk at Costco Wholesale, Smart & Final, Wal-Mart or Target.