

**Buyer Point of Contact (POC)
for Divisions/Departments**

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<ul style="list-style-type: none"> • Business Education • Humanities/Social Sciences • Physical Education/ Athletics • President/Superintendent’s Office • Technology (Instructional) <p>Additional Duties/Areas of Responsibility:</p> <ul style="list-style-type: none"> • BEST Project • Credit Card Reconciliation • CTE • DMV (registration/titles) • Fixed Asset Report • Fuel Card • LACOE PeopleSoft • PO Rollover Report/Submittal to LACOE • Request for Qualifications/ Request for Proposals (RFQ/RFP) • SpendMap • Stop Payment Notices • Vehicles 	<ul style="list-style-type: none"> • Academic Affairs • Academic Affairs Vice President’s Office • Academic Success <ul style="list-style-type: none"> ○ Library • Admissions, Records & Services • Advanced Transportation Technologies Projects • Business Services Vice President’s Office • Community Advancement • Fiscal Services • Health Occupations <ul style="list-style-type: none"> ○ Child Development Center ○ Culinary • Institutional Effectiveness, Research and Planning • Physical Plant & Construction Services • Purchasing • Student Activities (ASCC) <p>Additional Duties/Areas of Responsibility:</p> <ul style="list-style-type: none"> • Copiers • PO Rollover Report • Public Works Field Contracts – District • Public Works Field Contracts – GO Bond • Request for Qualifications/ Request for Proposals (RFQ/RFP) • Shredding Services 	<ul style="list-style-type: none"> • Adult Education/Diversity Prgms • Campus Police • Career and Assessment Services • Community Education • Counseling Services <ul style="list-style-type: none"> ○ Veteran Services • Disabled Student Programs and Services (DSPS) • Ed Partnerships & Prgms <ul style="list-style-type: none"> ○ Pathways ○ Teacher TRAC • Faculty Senate • Fine Arts/Communications • Human Resources Vice President’s Office <ul style="list-style-type: none"> ○ Risk Management • Information Technology <ul style="list-style-type: none"> ○ Publications • Liberal Arts • Perkins • Public & Governmental Relations • Science, Engineering & Mathematics/STEM Grant <ul style="list-style-type: none"> ○ Project Hope • Student Health and Wellness Services • Student Program Services (CalWORKS/Int’l Students) • Student Services Vice President’s Office • Student Success (iFalcon) • Student Support Services <ul style="list-style-type: none"> ○ EOPS ○ Financial Aid <p>Additional Duties/Areas of Responsibility:</p> <ul style="list-style-type: none"> • Amazon Reconciliation • PO Rollover Report • Request for Qualifications/ Request for Proposals (RFQ/RFP)