

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

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<ul style="list-style-type: none"> <li>• Academic Success*               <ul style="list-style-type: none"> <li>○ Library</li> </ul> </li> <li>• Business Education*†</li> <li>• CTE *†</li> <li>• Fine Arts/Communications*</li> <li>• Humanities/Social Sciences*†</li> <li>• Perkins*</li> <li>• Physical Education/Athletics</li> <li>• President/Superintendent’s Office</li> <li>• Student Accessibility Services*</li> <li>• Student Health Services*</li> <li>• Student Success (iFalcon)*</li> <li>• Technology (Instructional)*†</li> </ul> <p><b>Additional Duties/Ares of Responsibility:</b></p> <ul style="list-style-type: none"> <li>• BEST Advantage System               <ul style="list-style-type: none"> <li>○ DSA/UDOC/Workflow</li> </ul> </li> <li>• Credit Card Reconciliation</li> <li>• DMV (registration/titles)</li> <li>• Fixed Asset Report</li> <li>• Fuel Card</li> <li>• PO Rollover Report/Submittal to LACOE</li> <li>• Request for Qualifications/ Request for Proposals (RFP/RFQ)</li> <li>• SpendMap workflow</li> <li>• Stop Payment Notices</li> <li>• Substitution of Contractors</li> <li>• Travel‡</li> <li>• Vehicles</li> <li>• Verizon</li> </ul>	<ul style="list-style-type: none"> <li>• Academic Affairs</li> <li>• Academic Affairs Vice President’s Office</li> <li>• Academic Success†               <ul style="list-style-type: none"> <li>○ Library</li> </ul> </li> <li>• Admissions, Records &amp; Services</li> <li>• Advanced Transportation Technologies Projects</li> <li>• Business Services Vice President’s Office</li> <li>• Community Advancement</li> <li>• Fiscal Services</li> <li>• Health Occupations               <ul style="list-style-type: none"> <li>○ Child Devel. Center</li> <li>○ Culinary</li> </ul> </li> <li>• Institutional Effectiveness, Research and Planning</li> <li>• Physical Plant &amp; Construction Services</li> <li>• Purchasing</li> <li>• Student Activities (ASCC)</li> </ul> <p><b>Additional Duties/Ares of Responsibility:</b></p> <ul style="list-style-type: none"> <li>• Copiers</li> <li>• Furniture</li> <li>• PO Rollover Report</li> <li>• Public Works Field Contracts-District</li> <li>• Public Works Field Contracts-GO Bond</li> <li>• Request for Qualifications/ Request for Proposals (RFQ/RFP)</li> <li>• Shredding Services</li> </ul>	<ul style="list-style-type: none"> <li>• Adult Education/Diversity Programs</li> <li>• Campus Police</li> <li>• Career and Assessment Services</li> <li>• Community Education</li> <li>• Counseling Services</li> <li>• Ed Partnerships &amp; Programs               <ul style="list-style-type: none"> <li>○ Pathways</li> <li>○ Teacher Trac</li> </ul> </li> <li>• Faculty Senate</li> <li>• Financial Aid</li> <li>• Fine Arts/Communications†</li> <li>• Human Resources Vice President’s Office               <ul style="list-style-type: none"> <li>○ Risk Management</li> </ul> </li> <li>• Information Technology               <ul style="list-style-type: none"> <li>○ Publications</li> </ul> </li> <li>• Liberal Arts</li> <li>• Perkins†</li> <li>• Public &amp; Governmental Relations</li> <li>• Science, Engineering &amp; Mathematics/STEM Grant               <ul style="list-style-type: none"> <li>○ Project Hope</li> </ul> </li> <li>• Student Accessibility Services†</li> <li>• Student Equity &amp; Success               <ul style="list-style-type: none"> <li>○ CalWORKS</li> <li>○ EOPS/LINC/CARE</li> <li>○ Int’l Student Services</li> <li>○ Veterans Resource Center</li> </ul> </li> <li>• Student Health Services†</li> <li>• Student Success (iFalcon)†</li> </ul> <p><b>Additional Duties/Areas of Responsibility:</b></p> <ul style="list-style-type: none"> <li>• Amazon Reconciliation</li> <li>• PO Rollover Report</li> <li>• Request for Qualifications/ Request for Proposal (RFQ/RFP)</li> </ul>	<ul style="list-style-type: none"> <li>• Academic Success               <ul style="list-style-type: none"> <li>○ Library</li> </ul> </li> <li>• Business Education</li> <li>• CTE</li> <li>• Fine Arts/Communications</li> <li>• Humanities/Social Sciences</li> <li>• Perkins</li> <li>• Student Accessibility Services</li> <li>• Student Health Services</li> <li>• Student Success (iFalcon)</li> <li>• Technology (Instructional)</li> </ul> <p><b>Additional Duties/Areas of Responsibility:</b></p> <ul style="list-style-type: none"> <li>• Request for Qualifications/ Request for Proposal (RFQ/RFP)</li> <li>• Travel</li> </ul>
<p>* Final PO review and approval † Contract peer review ‡ Knowledge transfer/cross-training</p>			