



Purchasing Post

August 2012

Purchasing, Contracting, E-Rate, Print, Mail & Warehouse Services Newsletter

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WELCOME BACK

The Purchasing, Contracts and E-Rate, Printing, Mail, and Warehouse Services are happy to welcome you to the 2012-2013 School Year. We have been busy all summer preparing for school to start and looking forward to a great year serving our students and staff.

To start the year off, we have partnered with Nutrition Services to host a Welcome Back Breakfast and Open House here at the Winona Center, on Wednesday, August 8th, from 7:00 a.m. to 9:30 a.m. You will be glad you came by after you see the great Employee Discounts offered by Vendors, enjoy a good breakfast prepared by our Nutrition Services, renew your RAFT Membership Card, and get a chance to tour our facility.

Parking is available on both sides of the Winona Center, but the main entrance for this event will be the Mail Room Entrance on the west side of the building.

Please make sure you sign in when you arrive and fill out the card for a chance to win a door prize.

Best Wishes for a wonderful school year.

Ruth Ann Hall, Director of Purchasing

And the staff of Purchasing, Contracts and E-Rate, Printing, Mail, and Warehouse Services

Welcome Back Breakfast & Winona Center Open House *all Twin Rivers employees are invited*



Wednesday, August 8

7 to 9:30am

3222 Winona Way

(between Watt Avenue and Roseville Road)



- Breakfast Buffet Prepared by Nutrition Services
- Door Prizes and Free Samples
- Vendors Offering Employee Discounts
- Warehouse, Print Shop and Mail Room Tours
- Payroll and Benefits Information
- Conversations with District Dietician
- RAFT Membership Renewal
- Details about New Federal Meal Regulations
- Chef Rio Classroom Cooking Cart
- Free Crayola Craft Lessons

FOR ADDITIONAL INFORMATION, CALL PURCHASING AT 916.566.1618





Helpful Hints for the Galaxy & Rugby Smart Phones:

⇒ **Task Manager**-Exit ALL applications—will save battery and prevent phone from running slow



⇒ **Calendar**—When adding appointments in phone double check that it is going to the correct calendar you are making the appointment for: Outlook, Google, Gmail or any other account calendar



⇒ **Voice Message—For ALL Users**—Reminder to set up your voice message—no one can leave you a message until completed. Also, be sure and enter a password that you will remember. If needed it can be reset (contact Penny ext. 50701) though be aware you MAY LOOSE any saved messages



⇒ **Answering Calls**—If you are unable to answer instead of letting it go to voice message, when phone is ringing towards the bottom of the screen you will see a “reject call with message” pull that up and choose a message and it will send a text to the caller of your choice, ie: in a meeting or call back in 5 min. You can modify messages to suit your own preference in Settings/Call/Set Reject Messages