

# Procurement

Reports to *Planning & Accountability Executive Director*

## Our demographics

**Director:** Jan Petersen

**Began position:** 2014

**In district:** 2014

**In education:** 1991

**Staff:** Cara Cox, Procurement Specialist

Trevor Hammond, Procurement Specialist

Mika Couch, Administrative Assistant

Robert Truesdale, Courier & Surplus Property Manager

**Location:** 300 South Catawba Street, Lancaster, SC

## Our focus

Our department strives to ensure the district will obtain the maximum value for each dollar spent on products or services, and to ensure the fair and equitable treatment of all persons who deal with the procurement system.

## Our functions

- **Purchasing** – Monitor, review, and approve procurement activities to ensure compliance with district procurement code, regulations, and policies and procedures.
- **Procurement Card** – Coordinates and manages the purchasing card program and acts as district liaison with the card issuer.
- **Surplus Property Management** – Coordinates & manages moving of all surplus property from district sites to district's storage facility, manages and oversees disposal of all surplus property to include but not limited to public auction.
- **Fixed Asset Management** – Manage the disposition of all district assets to include additions, transfers and physical inventory reconciliation.
- **Courier Service** – Provide courier service to thirty-three (33) sites daily, delivering inter-office mail, and special deliveries.

## Our department strengths

- **Team work** – Work well with all levels of district staff to coordinate procurement activities, making sure all decisions and actions are in alignment with the district's goals and objectives.
- **Willingness** to embrace change.

- **Adapts and adjusts to changes** and needs of the district while ensuring timely and efficient procurement process.
- **Highly qualified and experienced staff** – Our staff has expertise in the competitive bidding process, negotiating and selecting sources of supply, contract management, development of specifications, and knowledge in the legal aspects of procurement.
- **Time and resource management** – Ability to manage projects and deadlines, performing under constant pressure with limited resources.
- **Professionalism and integrity** – Good customer relations with internal customers and vendor community.
- **Ensure fair treatment** of all vendors and make sure the procurement integrity rules are followed.