

**Texas Association of School Business Officials
Award of Excellence in Purchasing Operations**

Application

Name of Entity: North East ISD Region: 20

Address: 8961 Tesoro Drive, San Antonio, Texas 78217

Person Making Application: David Bohannon Telephone: 210-804-7100

Email Address: dbohan@neisd.net

Staff Data

If position does not exist, leave blank:

Name of Chief Financial Official: Wessley Robinson TASBO Member: Yes No

Certification: _____

Name of Chief Purchasing Official: David Bohannon TASBO Member: Yes No

Certification: _____

Other Professional Purchasing Staff Members

Name: Reid Henry Title: Assistant Director
TASBO Member: Yes No Certification: None

Name: Valerie Rueda Title: Purchasing Card Program Administrator
TASBO Member: Yes No Certification: None

Name: Pattie Webster Title: Procurement Coordinator
TASBO Member: Yes No Certification: None

Name: Michael Williams Title: Procurement Manager
TASBO Member: Yes No Certification: None

Name: Jesus Luna Title: CRMS Manager
TASBO Member: Yes No Certification: None

Name: Ralph Garcia Title: Operations Warehouse Supervisor
TASBO Member: Yes No Certification: None

Name: Roderick Jackson Title: General Warehouse Supervisor
TASBO Member: Yes No Certification: None

Name: Cynthia Salazar Title: Facilities & Bus. Marketing Coordinator
TASBO Member: Yes No Certification: _____

Name: _____ Title: _____
TASBO Member: Yes No Certification: _____

List Other Purchasing Support Staff Members

Name: Janet Foote Title: Bid Coordinator
TASBO Member: Yes No Certification: None

Name: Peggy Jordan Title: Contract Coordinator
TASBO Member: Yes No Certification: None

Name: Andrea Terrazas Title: Procurement Specialist
TASBO Member: Yes No Certification: None

Name: Michelle Goodwill Title: Bond Purchasing Specialist
TASBO Member: Yes No Certification: None

Name: Pam Shirley Title: Purchasing Specialist/PO Processor
TASBO Member: Yes No Certification: None

Name: Nancy Abraham Title: Purchasing Specialist/PO Processor
TASBO Member: Yes No Certification: None

Name: Yoland Benavides Title: Purchasing Specialist/PO Processor
TASBO Member: Yes No Certification: None

Name: Susanne Baker Title: Facility Reservations Specialist
TASBO Member: Yes No Certification: None

Name: Dawn Cantu Title: Purchasing Specialist- GWS
TASBO Member: Yes No Certification: None

Name: Faith Williams Title: Purchasing Specialist- OWS
TASBO Member: Yes No Certification: None

District Characteristics

Number of Students: 62,016 Number of schools: 62

Number of Support Facilities: 13

Number of Staff in Purchasing Operations: 12

If applicable, number of staff in Warehouse Operations: 23

Provide the physical address for your purchasing operation.

8961 Tesoro Drive, Suite 317

San Antonio, Texas 78217

Approximately how many square feet of office space are used for purchasing? 2,700 sq ft

If the district uses a P-Card program:

- Approximate number of staff members issued cards? 49 to individual staff members
176 to campus/departments

If the district operates a warehouse provide the following:

Physical location: General Warehouse: 9803 Broadway San Antonio, Texas 78217

Operations Warehouse: 10333 Broadway San Antonio, Texas 78217

Number of square feet dedicated to warehousing of materials: 54,825 sq ft.

Number of delivery trucks: 8

List the number and types of other materials handling equipment:

6- Forklifts

9- Pallet Jacks (electronic and hand)

1-Hydraulic Elevator

Please include district certification letter and check made payable to TASBO for the \$300 fee with completed application. Questions may be directed to Becky Bunte, TASBO Project Specialist, at 800-338-6531 Ext. 239 or by email to bbunte@TASBO.org. The application form is available in Word format on the TASBO website.