

Purchasing Manager



Stephen Starmer, C.P.M.
[Email Steve](#)
301-644-5074

Admin Secretary



Michele Graham
[Email Michele](#)
301-644-5210

- Manages Departmental Functions
- Policy & Regulations
- Architect Selection
- Small Construction & Renovation/HVAC
- Insurance Benefits
- Electricity

Asst Purchasing Manager





Kim Miskell
[Email Kim](#)
301-644-5208

Admin Secretary



Joni Carlo
[Email Joni](#)
301-644-5203

- Audio/Visual Equip
- Technology Hardware & Printers
- Copiers/Duplicators
- Light Bulbs & Lamps
- School Furniture & Equipment
- School Buses
- Science Equipment & Supplies
- Modular Classrooms
- School Requisition Approvals (Elementary)

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|-------------------------|--|---|
| Buyer Specialist |  <p data-bbox="760 730 927 821"> Scott Bachtell Email Scott 301-644-5204 </p> | <ul style="list-style-type: none"> • Printed Materials & Supplies • Print Shop Maintenance & Repair Services • Office Supplies • Food Services • Local Account Memberships (Sam's, Costco, Amazon) • Custodial & Operational Services • Magazine Subscriptions |
| Admin Secretary |  <p data-bbox="760 1331 927 1421"> Jan Leith Email Jan 301-644-5207 </p> | |

Buyer Specialist





Billie Laughland
[Email Billie](#)
301-644-5212



Admin Secretary



Krista Long
[Email Krista](#)
301-644-5042

- Asbestos Abatement
- Childcare Services
- Office Paper
- Playground Equipment
- Grounds & Operational Equipment
- Physicals/Substance Testing
- Uniforms
- Security Services
- Fuel
- School Requisition Approval (Secondary)

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|-------------------------|--|---|
| Buyer Specialist |  <p>Bill Meekins CPPB, CPCP Email Bill 301-644-5116</p> | <ul style="list-style-type: none"> • Procurement Card Administrator • Purchasing Intranet Administrator • Technology Services Projects • Other Vehicles (Parts & Services) • MRO • Fire Safety • Unit Price Contracts (Maintenance) • Non-School Requisition Approval |
| Admin Secretary |  <p>Karen Podojil Email Karen 301-644-5219</p> | |

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|----------------------------------|--|---|
| Purchasing Specialist |  <p>Robin Ashley Email Robin 301-644-5046</p> | <ul style="list-style-type: none"> • Assist P-Card Administrator • Liason to Accounts Payable (vouchers/exp accts, travel tuition) • Utilities |
| Purchase Order Specialist |  <p>Hope Miller Email Hope 301-644-5206</p> | <ul style="list-style-type: none"> • Purchase Order Administration • Change Orders |

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| Vendor Maintenance Specialist |  | <ul style="list-style-type: none"> • Vendor Base Maintenance • Approved Fundraisers • General Bid Application Approvals • Network/Cabling Approvals |
| Admin Secretary |  | <ul style="list-style-type: none"> • Large Construction Pre-qualificiation • Misc Bid Assignments |

Robin Underwood
[Email Robin](#)
301-644-5211

Amy Beall
[Email Amy](#)
301-644-5201