



Procurement & Materials Management Department Mission Statement

The mission of the Procurement & Materials Management Department is the following...

TO: Provide and maintain high quality, cost efficient and timely procurement and materials management services, including purchasing, receiving and distribution.

IN A WAY THAT:

- Provides efficient and responsible methods for schools and departments to obtain products and services when needed;
- Maximizes financial resources and adds value to the procurement and materials management processes;
- Encourages a qualified and dedicated staff to work together to provide the highest level of customer service;
- Builds good, ethically sound, working relationships with a variety of vendors.
- Facilitates the accurate and efficient processing and management of physical assets;
- Provides the appropriate staff and methods to ensure that mail, goods and/or services are delivered to the department, school, classroom, or individual in a safe and timely manner;
- Exhibits the desirable principles that promote worth and usefulness by valuing diversity and promoting understanding;
- Monitors workloads to ensure continuous quality improvement;

SO THAT: We support the mission of the District and the Administration and Operations area by providing the highest quality of procurement and materials management services and maintaining efficiency in day to day operations, customer support and satisfaction, and vendor and community relations.