

Purchasing Personnel

The Purchasing Department is located at 1702 N. Main St, 3rd floor, Suite 318. The hours of operation are 7:00 a.m. to 3:30 p.m.

The Davenport Schools Warehouse is located at 1008 W. Kimberly Rd. The hours of operation are 7:00 a.m. to 3:30 p.m.

For assistance with purchasing, you can call or email the following staff regarding concerns or questions:

Dawn Kimmel, Purchasing Manager - JBYOC Location

Phone: 563-336-7804

Mobile: 563-343-1638

Email: kimmelda@davenportschools.org

Main Responsibilities include:

- Oversees the daily operations for the Purchasing Department, DCSD Warehouse, and DCSD Textbook Manager.
- Procurement, Supply Management and Contract Administration
- Any and all questions relating to the Purchasing and Warehouse Staff.
- Any and all questions relating to the Purchasing and Receiving Policies and Procedures.

PURCHASING PERSONNEL

Chris Conroy, Purchasing Secretary - JBYOC Location

Phone: 563-336-7523

Email: conroyc@davenportschools.org

Main Responsibilities include:

- Assists the Purchasing Manager with research of goods and services
- Assists Purchasing Manager with Amazon for Business
- Processes Purchase Requests
- Assists in answering questions involving textbooks and destiny
- Assists Customers and Vendors with questions on Purchase Orders
- Assists Customers with Xerox toner orders

Glenna Wheeler, Purchasing Secretary - JBYOC Location

Phone: 563-336-7520

Email: wheelerg@davenportschools.org

Main Responsibilities include:

- Assists the Purchasing Manager with research of goods and services
- Processes Purchase Requests
- Assists Customers and Vendors with questions on Purchase Orders
- Assists Customers with Xerox toner orders
- Works directly with Vendors for quote information
- Works directly with LIS on Technology orders

Vivian Moore, Purchasing Secretary - JBYOC Location

Phone: 563-336-7521

Email: moorev@davenportschools.org

Main Responsibilities include:

- Assists the Purchasing Manager with research of goods and services
- Assists the Purchasing Manager with contract pay applications
- Assists the Purchasing Manager with formal bid openings
- Processes Purchase Requests
- Assists Customers and Vendors with questions on Purchase Orders
- Maintains DCSD records and transaction for the District's Assets

Samantha Phillips, Textbook Manager - JBYOC Location

Phone: 563-336-7522

Phone: 563-949-0063

Email: phillipss@davenportschools.org

Main Responsibilities include:

- Maintains all records and inventory for textbooks
- Assists customers with transfers of textbooks and chromebooks
- Assists customers in the ordering of all textbooks
- Rebinds and Discards
- Assists Customers with questions on Destiny

Sarah Burr, Purchasing Secretary, - JBYOC Location

Phone: 563-336-7839

Email: burrs@davenportschools.org

Main Responsibilities include:

- Assists the Purchasing Manager and Curriculum with the Annual Supply Orders
- P-Card reconciliation
- Assists the Purchasing Manager with research of goods and services
- Assists Customers and Vendors with questions on Purchase Orders
- Processes Purchase requests

WAREHOUSE PERSONNEL

Mary Wells, Warehouse Manager, - Warehouse Location

Phone: 563-336-7843

Email: wellsma@davenportschools.org

Main Responsibilities include:

- Overseeing the daily operations for Central Receiving, Dock Management, US Mail, Inter School Mail, and District Copy Center.
- Answering questions on deliveries and receiving

Doug Klauer - Warehouse Worker I - Warehouse Location

Phone: 563-336-7841

Email: Klauerd@davenportschools.org

Main Responsibilities include:

- Processing Stock Requisitions
- Receiving, Inspecting and distributing goods and equipment
- Bar Coding Assets
- Loading and Unloading Trucks
- District Mail

Mary Yarham - Warehouse Worker I - Warehouse Location

Phone: 563-336-7842

Email: yarhamm@davenportschools.org

Main Responsibilities include:

- Processing Stock Requisitions
- Directly Assisting the Textbook Manager in the inventory and distribution of textbooks
- Receiving, Inspecting and distributing goods and equipment
- Bar Coding Assets
- Loading and Unloading Trucks
- District Mail

Lucas Sloat, Copy Center Operator - Warehouse Location

Phone: 563-336-7840

Email: sloatl@davenportschools.org

Main Responsibilities include:

- Processing print requests through digital storefront
- Maintaining all records through digital storefront

Kevin Ruffin, Delivery Driver - Warehouse Location

Phone: 563-336-7840

Email: ruffink@davenportschools.org

Main Responsibilities include:

- Making timely deliveries according to the District schedule.