

Specialty Team Assignments

Group e-mail: SpecialtyTeam@caltech.edu

Analyst	Assignments
<p>Holly Cronin holly.cronin@caltech.edu</p> <p>Office Phone: 2894</p>	<p><u>Payment Requests by Division:</u> Athletics, Facilities, Graphic Arts, HSS, Library, Mail Services, Security, Transportation, utility bills, drinking water</p> <p><u>Other Duties:</u></p> <ul style="list-style-type: none"> • E-Payables, wire transfers, TechMart campus training • Supplier refunds, XYZ Letters • Accounting functions
<p>Hazel Hall hazel.hall@caltech.edu</p> <p>Office Phone: 3689</p>	<p><u>Payment Requests by Division:</u> Payroll Services, OTT (royalties only), Business & Finance, Facilities (retention invoices)</p> <p><u>Other Duties:</u></p> <ul style="list-style-type: none"> • Wire transfers, TechMart campus training (backup) • Recurring payment schedule for cell phone (backup) • Supplier tax levy, 1099M tax reporting • Accounting functions
<p>Monique McMillan monique.mcmillan@caltech.edu</p> <p>Office Phone: 3097</p>	<p><u>Payment Requests by Division:</u> Athenaeum, Biology, Bursar's Office, Campus Life, CTME, EAS, Human Resources and HR Benefits, IMSS, OGC, OTT, President's Office, Provost's Office, Resnick Institute</p> <p><u>Other Duties:</u></p> <ul style="list-style-type: none"> • Wire transfers, TechMart campus training • E-Payables, Petty Cash, JPL wire booking • Recurring payment schedule for cell phone
<p>Tess Perez theresa.perez@caltech.edu</p> <p>Office Phone: 2855</p>	<ul style="list-style-type: none"> • Wire transfers (backup) • Supplier Management • Small Business Program • 592/1042S tax reporting, accounting functions • Sales/use tax
<p>Ruth Shoaf rshoaf@caltech.edu</p> <p>Office Phone: 8977</p>	<p><u>Payment Requests by Division:</u> CAPSI, CCE, CIRPAS, Dean's Office, Development, FASA/ISS, GPS, Bookstore, Housing, Institute Scholar, LIGO, Performing & Visual Arts, PMA, Strategic Communications (OSC - formerly Public Relations), Student Affairs, TMT</p> <p><u>Other Duties:</u></p> <ul style="list-style-type: none"> • Wire transfers • JPL wire booking (backup)