

Purchasing Services



Assignment Listing

Caltech

General Information	
Monica Marquez, Associate Director of Purchasing Services	626-395-2566 Email: monica.marquez@caltech.edu
Physical Location/Mailing Address (FedEx, UPS, US Mail):	California Institute of Technology Keith Spalding Administrative Building 1200 E. California Blvd., Suite 101, MC 103-6 Pasadena, CA 91125
Hours of Operation:	8AM to 5PM, Monday through Friday
Web Address:	http://procurement.caltech.edu
Hotline Telephone / Fax:	626-395-8900 / 626-229-9864

Group 1—Subcontracts

Assignment	Buyer/Backup	Extension	Email
Team Lead	Kevin Speaks	4572	kevin.speaks@caltech.edu
Campus Life (Contractors)	Daniel Vest Elizabeth De Clue (Backup)	2567 8639	daniel.vest@caltech.edu elizabeth.declue@caltech.edu
Facilities	Daniel Vest Elizabeth De Clue (Backup)	2567 8636	daniel.vest@caltech.edu elizabeth.declue@caltech.edu
Subcontracts	Ruth Brambila Elizabeth De Clue Kelly Lam Kevin Speaks Daniel Vest	2055 8639 2569 4572 2567	ruth.brambila@caltech.edu elizabeth.declue@caltech.edu kelly.lam@caltech.edu kevin.speaks@caltech.edu daniel.vest@caltech.edu

Group 2—Purchase Orders

Assignment	Buyer/Backup	Extension	Email
Team Lead	Genelle Vinci	6276	genelle.vinci@caltech.edu
Athenaeum	Rudy Zepeda John Broeckel (Backup)	2578 4679	rudy.zepeda@caltech.edu john.broeckel@caltech.edu
Athletics	John Broeckel Armando Munoz (Backup)	4679 2631	john.broeckel@caltech.edu armando.munoz@caltech.edu
Biology	Phyllis Burton Briana Nakawatase (Backup)	6279 4997	phyllis.burton@caltech.edu briana.nakawatase@caltech.edu
CACR	Armando Munoz Rudy Zepeda (Backup)	2631 2578	armando.munoz@caltech.edu rudy.zepeda@caltech.edu
Campus Life (Purchase Orders)	John Broeckel Briana Nakawatase (Backup)	4679 4997	john.broeckel@caltech.edu briana.nakawatase@caltech.edu
CHEM/CE	Phyllis Burton Rudy Zepeda (Backup)	6279 2578	phyllis.burton@caltech.edu rudy.zepeda@caltech.edu

Purchasing Services Assignment Listing as of 04-25-2017

Group 2—Purchase Orders continued			
Assignment	Buyer/Backup	Extension	Email
DEV / PR / IRC	Rudy Zepeda Rachel Fisher (Backup)	2578 8429	rudy.zepeda@caltech.edu rachel.fisher@caltech.edu
Dining Services	John Broeckel Rachel Fisher (Backup)	4679 8429	john.broeckel@caltech.edu rachel.fisher@caltech.edu
EAS	Rudy Zepeda Rachel Fisher (Backup)	2578 8429	rudy.zepeda@caltech.edu rachel.fisher@caltech.edu
Facilities	Armando Munoz Briana Nakawatase (Backup)	2631 4997	armando.munoz@caltech.edu briana.nakawatase@caltech.edu
Financial Services/ Human Resources/Research Admin	Rachel Fisher Phyllis Burton (Backup)	8429 6279	rachel.fisher@caltech.edu phyllis.burton@caltech.edu
GPS	Armando Munoz Rachel Fisher (Backup)	2631 8429	armando.munoz@caltech.edu rachel.fisher@caltech.edu
Graphic Resources	John Broeckel Briana Nakawatase (Backup)	4679 4997	john.broeckel@caltech.edu briana.nakawatase@caltech.edu
HSS	Rachel Fisher Armando Munoz (Backup)	8429 2631	rachel.fisher@caltech.edu armando.munoz@caltech.edu
IMSS	John Broeckel Rudy Zepeda (Backup)	4679 2578	john.broeckel@caltech.edu rudy.zepeda@caltech.edu
PMA	Briana Nakawatase Armando Munoz (Backup)	4997 2631	briana.nakawatase@caltech.edu armando.munoz@caltech.edu
Provost, President's Office, OGC, Library, CAPSI, Other	Rachel Fisher Armando Munoz (Backup)	8429 2631	rachel.fisher@caltech.edu armando.munoz@caltech.edu
Safety/Security	John Broeckel Briana Nakawatase (Backup)	4679 4997	john.broeckel@caltech.edu briana.nakawatase@caltech.edu
SIRTF / IPAC	John Broeckel Rudy Zepeda (Backup)	4679 2578	john.broeckel@caltech.edu rudy.zepeda@caltech.edu
Student Services/Affairs (Health, Counseling, etc.)	Armando Munoz Phyllis Burton (Backup)	2631 6279	armando.munoz@caltech.edu phyllis.burton@caltech.edu

Group 3—Special Assignments			
Assignment	Buyer/Backup	Extension	Email
Computers	John Broeckel Armando Munoz (Backup)	4679 2631	john.broeckel@caltech.edu armando.munoz@caltech.edu
Consulting Agreements	Briana Nakawatase Armando Munoz (Backup)	4997 2631	briana.nakawatase@caltech.edu armando.munoz@caltech.edu
Hotel/Moving Agreements	Daniel Vest Kevin Speaks (Backup)	2567 4572	daniel.vest@caltech.edu kevin.speaks@caltech.edu
JPL Work Orders	Kelly Lam Ruth Brambila (Backup)	2569 2055	kelly.lam@caltech.edu ruth.brambila@caltech.edu
LIGO	Eric Garcia	509-372- 8134	elgarcia@caltech.edu

Purchasing Services Assignment Listing as of 04-25-2017

Group 3—Special Assignments continued			
Assignment	Buyer/Backup	Extension	Email
SOS Buyers	Genelle Vinci	6276	genelle.vinci@caltech.edu
	Monica Marquez (Backup)	2566	monica.marquez@caltech.edu
Spot Audit Liaison/Policies and Procedures	Elizabeth De Clue	8639	elizabeth.declue@caltech.edu
	Daniel Vest	2567	daniel.vest@caltech.edu
Subcontract Closeout	Kelly Lam	2569	kelly.lam@caltech.edu
	Rachel Fisher (Backup)	8429	rachel.fisher@caltech.edu
TechMart Training	Genelle Vinci	6276	genelle.vinci@caltech.edu

Group 4 - P-Card & Travel			
Assignment	Buyer/Backup	Extension	Email
P-Card & Travel Manager	Muriel Marroquin	6273	muriel.marroquin@caltech.edu
P-Card Administrators	Michelle Lampe	6257	michelle.lampe@caltech.edu
	Holly Cronin	2894	holly.cronin@caltech.edu
Travel Administrators	Peggy Burke	3702	peggy.burke@caltech.edu
	Teresa Ponce	2368	teresa.ponce@caltech.edu
	Esther Cunningham	8106	ecunning@caltech.edu