

Procurement Services Assignment Listing



General Information	
Director, Procurement Services	Tina Lowenthal
Associate Director, Purchasing Services	Monica Marquez
Associate Director, Payment Services	Muriel Marroquin (Interim)
Physical Location/Mailing Address	Keith Spalding Administrative Building 1200 East California Blvd. Suite 101, MC 103-6 Pasadena, CA 91125
Hours of Operation	8AM to 5PM, Monday through Friday
Website Address	http://procurement.caltech.edu
Hotline Telephone/Fax	626-395-8900 / 626-229-9864
Invoice Submission	Email: accountspayable@caltech.edu U.S. Mail: Caltech Payment Services P.O. Box 3237 Scranton, PA 18505

Group 1 - Subcontracts	
Assignment	Buyer/Backup
Manager	Kevin Speaks
Facilities	Daniel Vest Elizabeth DeClue
Student Housing	Daniel Vest Elizabeth DeClue
Research Subcontracts	Ruth Brambila Elizabeth DeClue Kelly Lam Kevin Speaks Daniel Vest

Group 2 - Purchase Orders		
Assignment	Purchasing Buyer/Backup	Accounts Payable Specialist/Backup
Manager	Genelle Vinci	Guillermo Ramirez
ASIC	Armando Munoz Rachel Fisher	Trinidad Rivera Lilly Mendez
Athenaeum	Rudy Zepeda Mike Enes	Grace Parra Guillermo Ramirez
BBE/HHMI	Phyllis Burton Briana Kass	Eva Kiss Cheryl Hernandez
Business & Finance/Research Administration	Rachel Fisher Briana Kass	Trinidad Rivera Lilly Mendez

Group 2 - Purchase Orders ...Continued

<i>Assignment</i>	<i>Purchasing Buyer/Backup</i>	<i>Accounts Payable Specialist/Backup</i>
CACR	Rachel Fisher Rudy Zepeda	Vivian Niller Trinidad Rivera
CCE/JCAP	Phyllis Burton Armando Munoz	Cheryl Hernandez Martha Penunuri
DIR	Briana Kass Rudy Zepeda	Vivian Niller Trinidad Rivera
EAS	Armando Munoz Phyllis Burton	Trinidad Rivera Lilly Mendez
Facilities/Faculty Housing/ EH&S/Graphic Resources/ Security & Parking/Campus Mail	Mike Enes Armando Munoz	Grace Parra Cheryl Hernandez
GPS	Rudy Zepeda Rachel Fisher	Martha Penunuri Vivian Niller
HSS	Armando Munoz Rudy Zepeda	Vivian Niller Trinidad Rivera
Human Resources	Rudy Zepeda Phyllis Burton	Martha Penunuri Vivian Niller
IMSS	Briana Kass Rudy Zepeda	Vivian Niller Trinidad Rivera
Library	Armando Munoz Rachel Fisher	Vivian Niller Trinidad Rivera
LIGO	Eric Garcia Bailey Toon	Lilly Mendez Grace Parra
OGC	Briana Kass Mike Enes	Vivian Niller Trinidad Rivera
Other		Guillermo Ramirez Vivian Niller
PMA	Rachel Fisher Briana Kass	Lilly Mendez Grace Parra
President's Office	Rudy Zepeda Mike Enes	Vivian Niller Trinidad Rivera
Provost's Office/OLAR/OTTCP/ Staff & Faculty Consultation	Rudy Zepeda Mike Enes	Vivian Niller Trinidad Rivera
SAS/Caltech Store/Dining Services/Student Housing	Mike Enes Phyllis Burton	Lilly Mendez Grace Parra
Strategy Implementation	Mike Enes Phyllis Burton	Vivian Niller Trinidad Rivera
Student Affairs/Athletics/ Career Development Center/ Counseling Center/Dean's Office/ Financial Aid/Health Center/ Center for Diversity/ Performing & Visual Arts/Registrar	Mike Enes Armando Munoz	Lilly Mendez Grace Parra
TMT	Rachel Fisher Briana Kass	Vivian Niller Trinidad Rivera

Group 3 - Special Assignments

<i>Assignment</i>	<i>Purchasing Buyer/Backup</i>	<i>Specialist/Backup</i>
Airgas	Various	Martha Penunuri Lilly Mendez
Consulting Agreements	Briana Kass Rachel Fisher	Various
e-Payables	Holly Cronin Lupe Gudino	
Freight	Various	Vivian Niller Guillermo Ramirez
Hotel Agreements	Kevin Speaks Daniel Vest	
JPL Work Orders	Kelly Lam Ruth Brambila	
MPAs	Briana Kass Rachel Fisher	
Procurement Svs. Coordinator	Lupe Gudino	
Reimbursements		Group 5 - Specialty Team
RFPs	Briana Kass Rachel Fisher	
SOS Buyers	Genelle Vinci Monica Marquez	
Subcontract Closeout	Kelly Lam Elizabeth DeClue	
TechMart Training	Genelle Vinci	Joey Janssen

Group 4 - P-Card/Travel

<i>Assignment</i>	<i>Administrator</i>
Manager	Muriel Marroquin
P-Card	Holly Cronin
P-Card	Michelle Lampe
Travel	Peggy Burke
Travel	Esther Cunningham
Travel	Teresa Ponce

Group 5 - Specialty Team & Tax Reporting

<i>Assignment</i>	<i>Financial Analyst</i>
Manager (Interim)	Muriel Marroquin
	Tatjana Cormarkovic Hazel Hall Monique McMillan Theresa Perez

Group 6 - Small Business*Assignment Administrator*

Joey Janssen

Group 7 - Disbursements*Assignment Specialist***Manager Chris Aguilar**Michael Dumaua
Kristina Perunko
Nittaya Tantapharuk**Group 8 - Supplier Management***Assignment Specialist***Manager (Interim) Muriel Marroquin**Josie Frayre
Jennifer Reyes**Group 9 - Systems Support***Assignment Analyst***Lead Cynthia Rowand**

Joey Janssen

Group 10 - Support Services*Assignment Support***Manager Hillary Sanchez**Hotline Windy Amaya
Hotline Davida Perez
Mail Desk Chris Haro
Mail Desk Maria Tobar