

Support Services

Assignment Listing



Caltech

General Information

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:	626-395-8900 - Fax: 626-229-9864

Hotline

Responsibility	Name	Contact Information
Hotline Manager	Sherri Weed	626-395-2485 sherri.weed@caltech.edu
Hotline Specialist	Davida Perez	626-395-8900 ProcurementHotline@caltech.edu
Hotline Specialist	Windy Amaya	626-395-8900 ProcurementHotline@caltech.edu

Administrative Support Group

Responsibility	Name	Contact Information
Procurement Administrator/ Supervisor	Hillary Sanchez	626-395-8472 hillary.sanchez@caltech.edu
Department Assistant / Mail Imaging	Lupe Gudino	626-395-6235 lupe.gudino@caltech.edu
Department Assistant / Travel Imaging	Maria Tobar	626-395-8699 maria.tobar@caltech.edu

Encumbrance Help

Responsibility	Name	Contact Information
Function Systems Liaison	Sherri Weed	626-395-2485 EncumbranceHelp@caltech.edu