

# Payment Services Assignment Listing



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:	<a href="http://procurement.caltech.edu">http://procurement.caltech.edu</a>
Email Invoices Only: (1 invoice per email, no correspondence)	<a href="mailto:accountspayable@caltech.edu">accountspayable@caltech.edu</a>
Hotline Telephone:	626-395-8900 - Fax: 626-229-9864

Management Team		
Responsibility	Name & Title	Contact Information
Accounts Payable	Guillermo Ramirez Manager	626-395-2954, eFax: 626-628-1850 <a href="mailto:guillermo.ramirez@caltech.edu">guillermo.ramirez@caltech.edu</a>
Disbursements, Records Retention	Christina Aguilar Manager	626-395-3098, eFax: 626-628-1732 <a href="mailto:christina.aguilar@caltech.edu">christina.aguilar@caltech.edu</a>
Supplier Management, Tax Reporting, Small Business Reporting, Specialty Team	Joey Janssen Manager	626-395-2674. eFax: 626-628-3222 <a href="mailto:joseph.janssen@caltech.edu">joseph.janssen@caltech.edu</a>
Payment Services (Accounts Payable, Specialty Team, Disbursements, Records Retention, Supplier Management, Tax Reporting)	Jay S. Wood Associate Director	626-395-6778, eFax: 626-628-3121 <a href="mailto:jay.wood@caltech.edu">jay.wood@caltech.edu</a>

Accounts Payable		
Responsibility	Name & Title	Name & Contact Information
Manager of Accounts Payable—Auditing of Specialist Batches, Unselected Reports, Vendor Statements, Recurring Payments, Invoice Aging Report. VWR Interface, Wire Transfer Approval, P-Card, FileBound Administration		Guillermo Ramirez, Manager 626-395-2954, eFax: 626-628-1850 <a href="mailto:guillermo.ramirez@caltech.edu">guillermo.ramirez@caltech.edu</a>
Biology & Biological Engineering (BBE) (26), Campus Life (31, 32, 103), Children’s Center (32A), Facilities (8A, 88), Finance (8B, D, E, F, G, H, I, K, M, P, Q, U, V, W, X, Y, Z, 97, 97A, B, 98), Human Resources (HR) (8J, L, O, R, S, T, 93B), Humanities & Social Sciences (HSS) (23A), Institute Management Systems & Services (IMSS) (8C), Physics, Mathematics & Astronomy (PMA) (14, 39), Provost (27E), Student Affairs (59, 60, 63)		Lilly Mendez Accounts Payable Specialist 626-395-2654, eFax: 626-628-3055 <a href="mailto:lmendez@caltech.edu">lmendez@caltech.edu</a>
Athenaeum (37), Physics, Mathematics & Astronomy (PMA) (2, 36, 37, 38, 75, 75ADV, 77), Strategic Implementation (95A)		Grace Parra Sr. Accounts Payable Specialist 626-395-6283, eFax: 626-628-0356 <a href="mailto:grace.parra@caltech.edu">grace.parra@caltech.edu</a>

# Payment Services Assignment Listing

Accounts Payable continued		
Responsibility	Name & Contact Information	
Development & Industrial Relations (DIR) (64M), Development & Institute Relations (DIR) (24), Engineering & Applied Science (EAS) (25L, 28A, B, C, F, G, H, E, 69), Facilities (8N, 10, 10A, 10B, 11, 11A, 11B, 12B, 12C, 12D, 13C, 104), Geological & Planetary Sciences (GPS) (65A, B, C, D, E, F, G, H, I, K, L, M, N, P, Q, R, S, T, V, W, 66B, C), Industrial Relations Center (IRC) (16), Jet Propulsion Labs (JPL) (99, 99A), Library (33), Cal Precollege Sci. Initiative (CAPSI) (34), Office of General Counsel (OGC), 13A, Physics, Mathematics & Astronomy (PMA) (6A, 6B, 6C), Student Affairs (15A, 15B, 29A, B, 35, 56, 57, 58)	Cheryl Hernandez Accounts Payable Specialist 626-395-8049, eFax: 626-628-3749 cheryl.hernandez@caltech.edu	
Beckman (21D), Biology & Biological Engineering (BBE) (19, 19GM, 20, 20A, 20B, 21A, B, C, E, F), Campus Life (30A, 50), Engineering & Applied Science (EAS) (45A), Freight (UPS, FedEx, DHL, etc.) Physics, Mathematics & Astronomy (PMA) (42B, 43B, C, 44A, B, C, E, G, H, I, K, L, M, Q, 45B, 46A, 47B, 48, 51A), Student Affairs (30B),	Vivian Niller Sr. Accounts Payable Specialist 626-395-3094, eFax: 626-628-3417 vivian.niller@caltech.edu	
Chemistry (68)	Martha Penunuri Sr. Accounts Payable Specialist 626-395-3792, eFax: 626-628-0426 martha.penunuri@caltech.edu	
Audio Visual Services (AVS) (9A), Biology & Biological Engineering (BBE) (7H), Development & Institute Relations (DIR) (5H, 22C, 22D, 22F, I, J, K, M, N, O, P, Q, R, 64C), Engineering & Applied Science (EAS) (7A, C, D, E, F, G, J, K, S, 52, 67A, B, C, E, F, H, HC, I, J, K, L, LK, M, N, O, P, PR, Q, R, SA, SW, T, U, V, W, Y, Z, 80, 81, 81A, 81L, 83, 102), Finance (5K, 22E), Institute Management Systems & Services (IMSS) (9, 9C, 22B, 100A), Physics, Mathematics & Astronomy (PMA) (40, 42A, 70), CACR (82), President (5, 5F), Provost (5G, 13B, 22G, 22H, 27A, B, C, D), Science Writing (5Q), Student Affairs (5D, E, J, L, M, N, P),	Trinidad Rivera Accounts Payable Specialist 626-395-2896, eFax: 626-628-1986 trinidad.rivera@caltech.edu	
California Engineering Commission (CEC) (68CEC), Chemistry & Chemical Engineering (68A—C), Biology & Biological Engineering (BBE) (18A—F, 18H), Joint Center for Artificial Photosynthesis (JCAP) (68JCAP), Library (17A, 17B),	Eva Kiss Accounts Payable Specialist 626-395-2893, eFax: 626-000-0000 ekiss@caltech.edu	
Specialty Team, Small Business and Tax Reporting		
Responsibility	Name & Title	Name & Contact Information
Royalty, Backup Withholding, Levies, Payroll (Garnishments, Insurance, Benefits), Wire Transfers/Booking (Payroll), Journal Entries, EFT/Online Tax Payments, 1099 tax analysis, Month-end closing, AP Trial Balance, Fiscal Year-End Audit Accruals. 1099M Reporting, Backup to Theresa for 592B & 1042 Reporting		Hazel Hall Sr. Financial Analyst, Specialty Team 626-395-3689, eFax: 626-628-3237 hazel.hall@caltech.edu
Athenaeum (37), Audio Visual Services (9A), Biology & Biological Engineering (BBE) (7H, 18A, B, C, D, 26, 72, 19, 19GM, 20, 20A, 20B, 21A, B, C, D, E, F), Campus Life (30A, 31, 32, 50, 103), Center for Advanced Comp (CACR) (82), Children's Center (32A), CTME, Engineering & Applied Science (EAS) (7A, C, D, E, F, G, H, J, K, S, 25L, 28A, B, D, F, G, H, E, 43C, 45A, 52, 67A, B, C, E, F, H, HC, I, J, K, L, LK, M, N, O, P, PR, Q, R, SA, SW, T, U, V, W, Y, Z, 69, 80, 81, 81A, L, 83, 102), Finance (5K, 8B, D, E, F, G, H, I, K, M, P, Q, U, V, W, X, Y, Z, 22E, 97, 97A, 97B, 98), Human Resources (8J, L, O, R, S, T, 98B), Industrial Relations Center (IRC) (16), Information Management Systems & Services (IMSS) (8C, 9, 9C, 22B, 100A), Jet Propulsion Labs (JPL) (99, 99A), JPL Wire Booking, Library (17A, 17B, 33), Office of General Counsel (OGC) (13A), Office of Strategic Communications (95A), P-Card User, President's Office (5, 5F), Provost (5G, 13B, 22G, H, 27A, B, C, D, 27E), Science Writing (5Q), Student Affairs (58), Wire Approver		Monique McMillan Financial Analyst, Specialty Team /Small Business Specialist 626-395-3097, eFax: 626-628-3262 monique.mcmillan@caltech.edu

# Payment Services Assignment Listing

Specialty Team, Small Business and Tax Reporting continued	
Responsibility	Name & Contact Information
Geological & Planetary Sciences (GPS) (65A, B, C, D, E, F, G, H, I, K, L, M, N, P, Q, R, S, T, V, W, 66B, 66C), Cal College Science Initiative (CAPSI) (34), California Energy Commission (CEC) (68CEC) Chemistry (68A, B, C, D, E, F, H 68JCAP), Development & Institute Relations (DIR) (5H, 22C, D, F, I, J, K, M, N, O, P, Q, R, 24, 64C, 64M), Facilities (8A, 8N, 10, 10A, 10B, 11, 11A, B, C, D, 13C, 88, 104), Humanities & Social Sciences (HSS) (23A), Physics, Mathematics & Astronomy (PMA) (2, 6A, B, C, 14, 36, 38, 39, 40, 42A, B, 43B, 44A, B, C, E, G, H, I, K, L, M, Q, 45B, 46A, 47B, 48, 51A, 70, 75, 75ADV, 77), Student Affairs (15A, B, D, E, J, L, M, N, P, 29A, 29B, 35, 30B, 56, 57, 59, 60, 63), P-Card User, Utilities	Tatjana Cormarkovic Financial Analyst, Specialty Team 626-395-8101, eFax: 626-628-3266 tatjanac@caltech.edu
Consultants—PO Matching (592B & 1042S), Vendor Refunds, Retentions, Petty Cash, Wire Transfer Approver, 592B & 1042S Tax Analysis, Tax Regulations/Training, GL Reconciliation, Review Sales/Use Tax, Fiscal year-end audit/accruals, Journal Entries manual usages, Procurement Department Budget. 592B & 1042 Reporting, Backup to Hazel for 1099M Reporting	Theresa Perez Sr. Financial Analyst, Specialty Team 626-395-2855, eFax: 626-628-3491 theresa.perez@caltech.edu

Disbursements	
Responsibility	Name & Contact Information
Payment Runs, Payment Matching/Linking, Stop Payments, Voids, Emergency Checks, Wire Transfers, Returned Checks, Daily Holds Report, HR Mailing Address Validations, Disbursement Support, Audit File Retrieval	Nittaya Tantapharuk Sr. Disbursements Specialist 626-395-8634, eFax: 626-628-3497 nittaya.tantapharuk@caltech.edu
Payment Runs, Payment Matching/Linking, Stop Payments, Voids, Emergency Checks, Wire Transfers, Returned Checks, Daily Holds Report, HR Mailing Address Validations, Disbursement Support, Audit File Retrieval	Kristina Perunko Disbursements Specialist 626-395-8357, eFax: 626-628-3759 kristina.perunko@caltech.edu
Payment Runs, Payment Matching/Linking, Stop Payments, Voids, Emergency Checks, Wire Transfers, Returned Checks, Daily Holds Report, HR Mailing Address Validations, Disbursement Support, Audit File Retrieval	Michael Dumaua Disbursements Specialist 626-395-8911, eFax: 626-628-3763 michael.dumaua@caltech.edu

Supplier Management	
Responsibility	Name & Contact Information
Supplier Specialist	Josie Frayre Sr. Supplier Management Specialist 626-395-2395, eFax: 626-628-3861 josie.frayre@caltech.edu
Supplier Specialist	Jennifer Reyes Sr. Supplier Management Specialist 626-395-2271, eFax: 626-628-3875 jennifer.reyes@caltech.edu