

Payment Services – Specialty Team Team Assignments

Group e-mail: SpecialtyTeam@caltech.edu

Analyst	Assignments
Specialty Team SpecialtyTeam@caltech.edu	<p><u>Payment Requests by Division:</u> Athletics, CAPSI, Chemistry and CCE, CIRPAS, Dean's Office, Development, Facilities & Campus Planning, FASA/ISS, GPS, Graphic Arts, Institute Scholar, LIGO, Mail Services, Performing & Visual Arts, PMA, Public Events & Relations, Security, Student Affairs, TMT, Transportation, utility bills, drinking water</p>
Holly Cronin holly.cronin@caltech.edu Office Phone: 2894	<ul style="list-style-type: none"> • E-Payables • Supplier refunds • Sales and use tax/XYZ Letters • Accounting functions
Hazel Hall hazel.hall@caltech.edu Office Phone: 3689	<p><u>Payment Requests by Division:</u> Payroll Services, OTT (royalties only), Business & Finance, HR Benefits, Facilities (Retention Invoices)</p> <p><u>Other Duties:</u></p> <ul style="list-style-type: none"> • Petty Cash (all custodians), wire transfers • Payment requests and reimbursements • TechMart campus training • Supplier tax levy • 1099M tax reporting • Accounting functions
Monique McMillan monique.mcmillan@caltech.edu Office Phone: 3097	<p><u>Payment Requests by Division:</u> Athenaeum, Biology, Bookstore, Bursar's Office, Campus Life, CTME, EAS, Finance (JPL Wire Booking), Housing, Human Resources, HSS, IMSS, Library, 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 • E-Payables • TechMart campus training
Tess Perez theresa.perez@caltech.edu Office Phone: 2855	<ul style="list-style-type: none"> • Wire transfers • Payment requests and reimbursements • TechMart campus training • Supplier Management • 592/1042S tax reporting • Small Business Program