

# Procurement Services

## Assignment Listing



General Information	
Director, Procurement Services	Tina Lowenthal x2758
Associate Director, Purchasing Services	Monica Marquez x2566
Associate Director, Payment Services	Muriel Marroquin x6273
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 <i>Hotline</i> - Closed 12PM to 1PM, Monday through Friday
Website Address	<a href="http://procurement.caltech.edu">http://procurement.caltech.edu</a>
Hotline Telephone/Fax	626-395-8900 / 626-229-9864
Invoice Submission	Email: <a href="mailto:accountspayable@caltech.edu">accountspayable@caltech.edu</a> U.S. Mail: Caltech Payment Services P.O. Box 3237 Scranton, PA 18505

Group 1 - Subcontracts	
Assignment	Buyer
<b>Manager</b>	<b>Kevin Speaks x4572</b>
Facilities	Alexander Rosas ( <i>Reports to Facilities</i> ) x2567
Student Housing	Open
Research Subcontracts	Ruth Brambila x2055 Kelly Lam-Tickle x2569 Antonio Salerno x8639 Kevin Speaks x4572

Group 2 - TechMart		
Assignment	Purchasing Buyer	Accounts Payable Specialist
<b>Manager</b>	<b>Genelle Vinci x6276</b>	<b>Lilly Mendez x2654</b>
ASIC	Waldo Reategui x2631	Marion Pele x8357
Athenaeum	Rudy Zepeda x2578	Lyly Lao x6778 Martha Penunuri x3792
BBE/HHMI	Phyllis Burton x6279	Cheryl Hernandez x8049 Marion Pele x8357
Business & Finance/Research Administration	Mayra Olivares x8429	Chris Haro x6231 Guillermo Ramirez x2954

## Group 2 - TechMart...Continued

<i>Assignment</i>	<i>Purchasing Buyer/Backup</i>	<i>Accounts Payable Specialist/Backup</i>
CACR	Phyllis Burton x6279	Martha Penunuri x3792 Lyly Lao x6778
CCE/JCAP	Mayra Olivares x8429	Chris Haro x6231 Guillermo Ramirez x2954
AAR	Elisa Brink x4997	Martha Penunuri x3792 Lyly Lao x6778
EAS	Rudy Zepeda x2578	Marion Pele x8357 Cheryl Hernandez x8049
Facilities/Faculty Housing/ EH&S/Graphic Resources/ Security & Parking/Campus Mail	Chris Sierra x4679	Guillermo Ramirez x2954 Lyly Lao x6778
GPS	Waldo Reategui x2631	Martha Penunuri x3792 Lyly Lao x6778
HSS	Waldo Reategui x2631	Martha Penunuri x3792 Lyly Lao x6778
Human Resources	Phyllis Burton x6279	Martha Penunuri x3792 Lyly Lao x6778
IMSS	Waldo Reategui x2631	Guillermo Ramirez x2954 Chris Haro x6231
Library	Waldo Reategui x2631	Lyly Lao x6778 Martha Penunuri x3792
LIGO	Hannah Hansen (509) 372-8264	Marion Pele x8357 Lilly Mendez x2654
OGC	Elisa Brink x4997	Chris Haro x6231 Guillermo Ramirez x2954
Other		Guillermo Ramirez x2954
PMA	Elisa Brink x4997	Guillermo Ramirez x2954 Chris Haro x6231
President's Office	Rudy Zepeda x2578	Cheryl Hernandez x8049 Marion Pele x8357
Provost's Office/OLAR/OTTCP/ Staff & Faculty Consultation	Rudy Zepeda x2578	Cheryl Hernandez x8049 Marion Pele x8357
SAS/Caltech Store/Dining Services/Student Housing	Chris Sierra x4679	Marion Pele x8357 Cheryl Hernandez x8049
Strategy Implementation	Mayra Olivares x8429	Chris Haro x6231 Guillermo Ramirez x2954
Student Affairs/Athletics/ Career Development Center/ Counseling Center/Dean's Office/ Financial Aid/Health Center/ Center for Diversity/ Performing & Visual Arts/Registrar	Chris Sierra x4679	Lyly Lao x6778 Martha Penunuri x3792
TMT	Elisa Brink x4997	Martha Penunuri x3792 Lyly Lao x6778

### Group 3 - Special Assignments

<i>Assignment</i>	<i>Purchasing Buyer/Backup</i>	<i>Specialist/Backup</i>
Airgas	Various	Martha Penunuri x3792
Consulting Agreements	Elisa Brink x4997 Mayra Olivares x8429	Various
e-Payables	Holly Cronin x2894	Monique McMillan x3097
Freight	Various	Guillermo Ramirez x2954
Hotel Agreements	Kevin Speaks x4572	
JPL Work Orders	Kelly Lam-Tickle x2569	
MPAs	Genelle Vinci x6276	
Reimbursements	Various	Group 6 - Specialty Team
RFPs	Genelle Vinci x6276	
SOS Buyers	Genelle Vinci x6276	
Subcontract Closeout	Antonio Salerno x8639	Guillermo Ramirez x2954
TechMart Training	Genelle Vinci x6276	Lilly Mendez x2654 Guillermo Ramirez x2954

### Group 4 - P-Card

<i>Assignment</i>	<i>Administrator</i>
<b>Manager</b>	<b>Michelle Lampe x6257</b>
P-Card Administrator	Lupe Gudino x6235
P-Card Administrator	Brian Herrera x8470

### Group 5 - Travel

<i>Assignment</i>	<i>Administrator</i>
<b>Manager</b>	<b>Muriel Marroquin x6273</b>
Travel Administrator	Esther Cunningham x8106
Travel Administrator	David Perez x3702
Travel Administrator	Teresa Ponce x2368

## Group 6 - Specialty Team, Tax Reporting & Supplier Management

<i>Assignment</i>	<i>Financial Analyst</i>
<b>Manager</b>	<b>Theresa Perez x2855</b>
Wire Transfers, Payment Requests and Reimbursements, TechMart Campus Training, Supplier Management, 592/1042S Tax Reporting, Small Business Program	Theresa Perez x2855 <i>Specialty Team &amp; Supplier Management Lead</i>
Payroll Services, OTT (royalties only), Business & Finance, HR Benefits, Facilities (Retention Invoices)	Hazel Hall x3689 <i>Senior Financial Analyst</i>
Athenaeum, Biology, Bookstore, Bursar's Ofc., Campus Life, CTME, EAS, Finance (JPL Wire Booking), Housing, Human Resources, HSS, IMSS, Library, OGC, OTT, President's Office, Provost's Office, Resnick Institute	Monique McMillan x3097 <i>Financial Analyst &amp; e-Payables Specialist</i>
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	Specialty Team - SpecialtyTeam@caltech.edu <i>Financial Analyst</i>
E-Payables, Supplier Refunds, Sales and Use Tax/XYZ Letters, Accounting Functions	Holly Cronin x2894 <i>Financial Analyst &amp; e-Payables Administrator</i>
Supplier Management	Jennifer Reyes x2271 <i>Senior Supplier Management &amp; Small Business Specialist</i>

## Group 7 - Small Business

<i>Assignment</i>	<i>Administrator</i>
<b>Manager</b>	<b>Theresa Perez x2855</b>
	Jennifer Reyes x2271

### Group 8 - Disbursements

*Assignment*

*Specialist*

**Manager**

**Chris Aguilar x3098**

Michael Dumaua x8911

Nittaya Tantapharuk x8634

### Group 9 - Systems Support

*Assignment*

*Analyst*

**Lead**

**Cynthia Rowand x6281**

Vacant

### Group 10 - Support Services

*Assignment*

*Support*

**Manager**

**Hillary Sanchez x8429**

Hotline Specialist

Ruby Gallegos x8900

Support Specialist

Emmanuel Medina x2893