

AP Team Assignments
Group e-mail: AccountsPayableStaff@caltech.edu

Specialist	Assignments
<p>Marion Pele AP Financial Analyst mpele@caltech.edu</p> <p>Office Phone: 8357</p>	<p><u>Invoices by Division:</u> Library, LIGO, Dining Services</p> <p>Temporarily assigned: Student Affairs</p> <p><u>Other Duties:</u> - CBORD/Stockroom Invoice interface - E-type changes - Utilities - Refunds - Cost Transfer exceptions</p>
<p>Guillermo Ramirez Sr. Accounts Payable Specialist guillermo.ramirez@caltech.edu</p> <p>Office Phone: 2954</p>	<p><u>Invoices by Division:</u> PMA, Facilities, Athenaeum, Mail Services, Safety, Transportation, Graphic Arts, IMSS, IPAC, Strategic Implementation, Freight (FedEx/UPS, etc.)</p> <p>Temporarily assigned: GPS (Dept 65A-65K)</p>
<p>Tim Reed Sr. Accounts Payable Specialist treed@caltech.edu</p> <p>Office Phone: 5967</p>	<p><u>Invoices by Division:</u> EAS, Facilities Stockroom</p>
<p>Cheryl Hernandez Accounts Payable Specialist cheryl@caltech.edu</p> <p>Office Phone: 8049</p>	<p><u>Invoices by Division:</u> BBE</p> <p>Temporarily assigned: GPS (Dept 65L-66C)</p>
<p>Chris Haro Accounts Payable Specialist haro@caltech.edu</p> <p>Office Phone: 6231</p>	<p><u>Invoices by Division:</u> Chemistry, Finance, HR</p> <p>Temporarily assigned: President's Office, Provost, DIR</p>
<p>Lyly Lao (currently on leave) Accounts Payable Specialist lylylao@caltech.edu</p> <p>Office Phone: 6778</p>	<p><u>Invoices by Division:</u> DIR, President's Office, Student Affairs, Provost, GPS</p> <p>*Backup Specialists have been temporarily assigned to handle departments listed above.</p>
<p>Priscilla McLean (part-time) Accounts Payable Specialist pmclean@caltech.edu</p> <p>Office Phone: 3809</p>	<p><u>Invoices by Division:</u> Bookstore, Housing</p>