

# Procurement Services Assignment Listing



## General Information

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 - TechMart

Assignment	Purchasing Buyer	Accounts Payable Specialist
<b>Manager</b>	<b>Elisa Brink x4997</b>	<b>Lilly Mendez x2654</b>
ASIC	Waldo Reategui x2631 Mayra Olivares x8429	Shared assignment
Athenaeum	Rudy Zepeda x2578 Matt Brown x4973	TBD
BBE/HHMI	Beth Streeter x3792 Waldo Reategui x2631	Cheryl Hernandez x8049 Tim Reed x5967
Business & Finance/Research Administration	Beth Streeter x3792 Waldo Reategui x2631	Corina Duncan x6231

## Group 2 - TechMart...Continued

<i>Assignment</i>	<i>Purchasing Buyer/Backup</i>	<i>Accounts Payable Specialist/Backup</i>
CACR	Beth Streeter x3792 Waldo Reategui x2631	<i>Shared</i> assignment
CCE/JCAP	Chris Sierra x4679 Rudy Zepeda x2578	Corina Duncan x6231
AAR	Mayra Olivares x8429 Beth Streeter x3792	<i>Shared</i> assignment
EAS	Rudy Zepeda x2578 Matt Brown x4973	Cheryl Hernandez x8049
Facilities/Faculty Housing/ EH&S/Security & Parking/ Campus Mail	Matt Brown x4973 Chris Sierra x4679	Tim Reed x5967 Lilly Mendez x2654
GPS	Chris Sierra x4679 Rudy Zepeda x2578	Priscilla McLean x6784
HSS	Chris Sierra x4679 Rudy Zepeda x2578	Tim Reed x5967
Human Resources	Mayra Olivares x8429 Beth Streeter x3792	Corina Duncan x6231
IMSS	Waldo Reategui x2631 Mayra Olivares x8429	<i>Shared</i> assignment
Library	Waldo Reategui x2631	Corina Duncan x6231
LIGO	Hannah Hansen (509) 372-8264	Marion Pele x8357 Lilly Mendez x2654
OGC	Mayra Olivares x8429 Beth Streeter x3792	<i>Shared</i> assignment
PMA	Waldo Reategui x2631 Mayra Olivares x8429	Marion Pele x8357 Cheryl Hernandez x8049
President's Office	Mayra Olivares x8429 Beth Streeter x3792	Lilly Mendez x2654
Provost's Office/OLAR/OTTCP/ Staff & Faculty Consultation	Mayra Olivares x8429 Beth Streeter x3792	Lilly Mendez x2654
SAS/Caltech Store/Dining Services/Student Housing	Mayra Olivares x8429 Beth Streeter x3792	Priscilla McLean x6784
Strategy Implementation	Mayra Olivares x8429 Beth Streeter x3792	Tim Reed x5967
Student Affairs/Athletics/ Career Development Center/ Counseling Center/Dean's Office/ Financial Aid/Health Center/ Center for Diversity/ Performing & Visual Arts/Registrar	Mayra Olivares x8429 Beth Streeter x3792	Priscilla McLean x6784
TMT	Waldo Reategui x2631 Mayra Olivares x8429	<i>Shared</i> assignment

### Group 3 - Special Assignments

<i>Assignment</i>	<i>Purchasing Buyer/Backup</i>	<i>Specialist/Backup</i>
Airgas	Elisa Brink x4997 Mayra Olivares x8429	Current Department Contact
Consulting Agreements	Mayra Olivares x8429 Waldo Reategui x2631	Various
e-Payables	Holly Cronin x2894	Monique McMillan x3097
Freight	Various	Marion Pele x8357
Hotel Agreements	Elisa Brink x4997 Various Buyers	
JPL Work Orders	Kelly Lam-Tickle x2569	
MPAs	Elisa Brink x4997 Various Buyers	
Payment Requests (includes reimbursements)	Various	Group 6 - Specialty Team
RFPs	Elisa Brink x4997 Various Buyers	
SOS Buyers	Elisa Brink x4997	
TechMart Training	Elisa Brink x4997 Chris Sierra x4679	Lilly Mendez x2654 Marion Pele x8357
Utility Bills - ALL	Antonio Salerno x8639	Marion Pele x8357

### 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 (backup), Supplier Management, Small Business Program, 592/1042S Tax Reporting/Accounting Functions, Sales/Use Tax	Theresa Perez x2855 <i>Specialty Team &amp; Supplier Management Lead</i>
Payroll Services, OTT (royalties only), Facilities (retention invoices), Business & Finance, Finance/Payroll (taxes only)	Hazel Hall x3689 <i>Senior Financial Analyst</i>
Biology, Human Resources and HR Benefits, OGC, OTT, President's Office, Provost's Office	Monique McMillan x3097 <i>Financial Analyst &amp; e-Payables Administrator</i>
Admissions, Athenaeum, Campus Life, CAPSI, CCE, CIRPAS, CTME, Dean's Office, Development, EAS, FASA, GPS, Bookstore, Housing, Institute Scholar, LIGO, Performing & Visual Arts, PMA, Resnick Institute, SFP, Strategic Communications, Student Affairs, TMT	Ruth Shoaf x8997 <i>Financial Analyst</i>
Athletics, Bursar's Office, Facilities, Graphic Arts, HSS, IMSS, Library, Mail Services, Security, Transportation, drinking water	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>
<b>Assignment</b>	<b>Supplier Specialist</b>
Supplier Management: Add/update supplier and traveler records, tax forms and tax analysis, direct deposit	Davida Perez x3702 Supplier Management Specialist
Supplier Management: Add/update supplier and traveler records, tax forms and tax analysis, direct deposit	Jennifer Reyes x2271 Supplier Management Specialist & Small Business

### Group 7 - Small Business

*Assignment* Administrator

**Manager** Theresa Perez x2855

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