

# Procurement Services Assignment Listing



General Information	
Director, Purchasing Services	Monica Marquez x2566
Director, Payment Services	Muriel Marroquin x6273
Physical Location/Mailing Address	Keith Spalding Administrative Building 1200 East California Blvd. Suite 210, 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 Elisa Brink x4997	Shared assignment
Athenaeum	Rudy Zepeda x2578 Matt Brown x4973	Corina Duncan x6231
BBE/HHMI	Beth Streeter x3792 Waldo Reategui x2631	Andrea Romani x3336 Karim Jaime x2758
Business & Finance/Research Administration	Beth Streeter x3792 Waldo Reategui x2631	Tina Gardner x6784

## 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	Cheryl Hernandez x8049
CCE/JCAP	Chris Sierra x4679 Rudy Zepeda x2578	Tina Gardner x6784
AAR	Beth Streeter x3792 Elisa Brink x4997	<i>Shared</i> assignment
EAS	Rudy Zepeda x2578 Matt Brown x4973	Corina Duncan x6231
Facilities/Faculty Housing/ EH&S/Security & Parking/ Campus Mail	Matt Brown x4973 Chris Sierra x4679	Karim Jaime x2758 Andrea Romani x3336
GPS	Chris Sierra x4679 Rudy Zepeda x2578	Cheryl Hernandez x8049
HSS	Chris Sierra x4679 Rudy Zepeda x2578	Andrea Romani x3336
Human Resources	Beth Streeter x3792 Elisa Brink x4997	Corina Duncan x6231
IMSS	Waldo Reategui x2631 Elisa Brink x4997	Corina Duncan x6231
Library	Waldo Reategui x2631	Cheryl Hernandez x8049
LIGO	Hannah Hansen (509) 372-8264	Marion Pele x8357 Lilly Mendez x2654
OGC	Beth Streeter x3792 Elisa Brink x4997	Tina Gardner x6784
PMA	Waldo Reategui x2631 Elisa Brink x4997	Cheryl Hernandez x8049 Marion Pele x8357
President's Office	Beth Streeter x3792 Elisa Brink x4997	Tina Gardner x6784
Provost's Office/OLAR/OTTCP/ Staff & Faculty Consultation	Beth Streeter x3792	Tina Gardner x6784
SAS/Caltech Store/Dining Services/Student Housing	Beth Streeter x3792 Elisa Brink x4997	<i>Shared</i> assignment
Strategy Implementation	Beth Streeter x3792 Elisa Brink x4997	Corina Duncan x6231
Student Affairs/Athletics/ Career Development Center/ Counseling Center/Dean's Office/ Financial Aid/Health Center/ Center for Diversity/ Performing & Visual Arts/Registrar	Beth Streeter x3792 Elisa Brink x4997	Corina Duncan x6231 Tina Gardner x6784
TMT	Waldo Reategui x2631 Beth Streeter x3792	<i>Shared</i> assignment

### Group 3 - Special Assignments

<i>Assignment</i>	<i>Purchasing Buyer/Backup</i>	<i>Specialist/Backup</i>
Airgas	Elisa Brink x4997	Current Department Contact
Consulting Agreements	Waldo Reategui x2631	Various
e-Payables	Holly Cronin x2894	Monique McMillan x3097
Freight	Various	Marion Pele x8357
Hotel Agreements	Elisa Brink x4997 Various Buyers	
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		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
Athletics, Bursar's Office, Facilities, Graphic Arts, HSS, IMSS, Library, Mail Services, Security, Transportation, drinking water	Rosie Garcia x4554
Supplier Management	Jennifer Reyes x2271 <i>Senior Supplier Management &amp; Small Business Specialist</i>
<i>Assignment</i>	<i>Supplier Specialist</i>
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 & e-Payables**

*Assignment* Specialist

**Manager** Chris Aguilar x3098

Financial Analyst & e-Payables Administrator	Holly Cronin x2894 Michael Dumaua x8911 Nittaya Tantapharuk x8634
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**Group 9 - Systems Support**

*Assignment* Analyst

**Lead** Cynthia Rowand x6281

Vacant

**Group 10 - Support Services**

*Assignment* Support

**Manager** Cynthia Rowand x6281

Hotline Specialist	Ruby Gallegos x8900
Support Specialist	Emmanuel Medina x2893