

Specialty Team Assignments
Group e-mail: SpecialtyTeam@caltech.edu

Financial Analyst	Assignments
<p>Hazel Hall hazel.hall@caltech.edu</p> <p>Office Phone: 3689</p>	<ul style="list-style-type: none"> • Supplier tax levy • 1099M and 1099NEC tax filing • Income tax reporting and withholding • XYZ Letters, Sales/use tax functions • Account reconciliation and accounting functions
<p>Shauna Ivory shauna.ivory@caltech.edu</p> <p>Office Phone: 4307</p>	<p><u>Payment Requests by Division:</u> AAR, Athenaeum, Athletics, CTME, EAS, Facilities, IMSS, Institute Scholar Services, Library, LIGO, Mail Services, PMA, Resnick Institute, Security, Transportation, TMT</p> <p><u>Other Duties:</u></p> <ul style="list-style-type: none"> • Recurring payment schedule for cell phone and internet (backup) • TechMart campus training
<p>Monique McMillan monique.mcmillan@caltech.edu</p> <p>Office Phone: 3097</p>	<p><u>Payment Requests by Division:</u> Facilities (retention invoices), GPS, HSS, OGC, OSC, OTT, President's Office, Provost's Office</p> <p><u>Other Duties:</u></p> <ul style="list-style-type: none"> • TechMart campus training • Petty cash - campus • Royalty payments • Account reconciliation • JPL wire booking (backup) • Tax payments (backup)
<p>Tess Perez theresa.perez@caltech.edu</p> <p>Office Phone: 2855</p>	<ul style="list-style-type: none"> • Manager, Specialty Team and Supplier Management • Small Business Program • 592 and 1042S tax filing; Income tax reporting and withholding • Accounting functions
<p>Ruth Shoaf rshoaf@caltech.edu</p> <p>Office Phone: 8997</p>	<p><u>Payment Requests by Division:</u> Admissions, Biology (BBE), Bookstore, Bursar's Office, Business and Finance, Campus Life, CAPSI, Chemistry (CCE), Dean's Office, Development, FASA, Housing, Human Resources and HR Benefits, Performing & Visual Arts, SFP, Student Affairs</p> <p><u>Other Duties:</u></p> <ul style="list-style-type: none"> • TechMart campus training • JPL wire booking • Tax payments • Supplier refunds • Account reconciliation • Recurring payment schedule for cell phone and internet