

# 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
Manager	Elisa Brink x4997	Lilly Mendez x2654
ASIC	Joel Sanchez x6723 Mari Melendez x6746	Serina Babcock x8937
Athenaeum	Matt Brown x4973 Beth Streeter x3792	Corina Duncan x6231
BBE/HHMI	Beth Streeter x3792 Abraham Cardona x4062	Andrea Romani x3336
Business & Finance/Research Administration	Joel Sanchez x6723 Mari Melendez x6746	Serina Babcock x8937
CACR	Joel Sanchez x6723 Mari Melendez x6746	Marion Pele x8357
CCE/JCAP	Beth Streeter x3792 Abraham Cardona x4062	Serina Babcock x8937
AAR	Beth Streeter x3792 Abraham Cardona x4062	Serina Babcock x8937
EAS	Joel Sanchez x6723 Mari Melendez x6746	Corina Duncan x6231
Facilities/Faculty Housing/ EH&S/Security & Parking/ Campus Mail	Abraham Cardona x4062 Matt Brown x4973	Karim Jaime x2758
GPS	Joel Sanchez x6723 Mari Melendez x6746	Andrea Romani x3336
HSS	Matt Brown x4973 Beth Streeter x3792	Andrea Romani x3336

**TechMart...Continued**

<i>Assignment</i>	<i>Purchasing Buyer/Backup</i>	<i>Accounts Payable Specialist/Backup</i>
Human Resources	Matt Brown x4973 Beth Streeter x3792	Corina Duncan x6231
IMSS	Mari Melendez x6746 Joel Sanchez x6723	Corina Duncan x6231
Library	Matt Brown x4973 Beth Streeter x3792	Corina Duncan x6231
LIGO	Hannah Hansen (509) 372-8264	Serina Babcock x8937
OGC	Abraham Cardona x4062 Matt Brown x4973	Serina Babcock x8937
PMA	Mari Melendez x6746 Joel Sanchez x6723	Marion Pele x8357
President's Office	Matt Brown x4973 Beth Streeter x3792	Marion Pele x8357
Provost's Office/OLAR/OTTCP/ Staff & Faculty Consultation	Matt Brown x4973 Beth Streeter x3792	Serina Babcock x8937
SAS/Caltech Store/Dining Services/Student Housing	Matt Brown x4973 Beth Streeter x3792	Marion Pele x8357
Strategy Implementation	Beth Streeter x3792 Abraham Cardona x4062	Marion Pele x8357
Student Affairs/Athletics/ Career Development Center/ Counseling Center/Dean's Office/ Financial Aid/Health Center/ Center for Diversity/ Performing & Visual Arts/Registrar	Matt Brown x4973 Beth Streeter x3792	Marion Pele x8357
TMT	Mari Melendez x6746 Joel Sanchez x6723	Marion Pele x8357

**Group 3 - Special Assignments**

<i>Assignment</i>	<i>Purchasing Buyer/Backup</i>	<i>Specialist/Backup</i>
Airgas	Elisa Brink x4997 Monica Marquez x2566	Current Department Contact
Consulting Agreements	All Buyers - Lead: Elisa Brink x4997	Current Department Contact
e-Payables	Holly Cronin x2894	Current Department Contact
Freight	All Buyers	Marion Pele x8357
Hotel Agreements	Elisa Brink x4997 Monica Marquez x2566	N/A
MPAs	All Buyers	N/A
Payment Requests (includes reimbursements)	All Buyers	Group 6 - Specialty Team

**Special Assignments...Continued**

<i>Assignment</i>	<i>Purchasing Buyer/Backup</i>	<i>Specialist/Backup</i>
RFPs	Contracting Officers	N/A
TechMart Training	Matt Brown x4973 Mari Melendez x6746 Beth Streeter x3792	Lilly Mendez x2654
Utility Bills - ALL		Holly Cronin x2894

**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	Teresa Ponce x2368
Travel Administrator	<i>Vacant</i>

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

<i>Assignment</i>	<i>Financial Analyst</i>
<b>Manager</b>	<b>Theresa Perez x2855</b>
Small Business Program, 592 and 1042S tax filing, Income tax reporting and withholding, Accounting functions	Theresa Perez x2855 <i>Manager, Specialty Team and Supplier Management</i>
Supplier tax levy, 1099M and 1099 NEC tax filing, Income tax reporting and withholding, XYZ letters, Sales/use tax functions, Account reconciliation and accounting functions	Hazel Hall x3689 <i>Senior Financial Analyst</i>
AAR, Athenaeum, Athletics, Business & Finance (backup), CTME, EAS, Facilities, IMSS, Institute Scholar Srvs., Library, LIGO, Mail Srvs., PMA, Provost's Ofc., Resnick Institute, Security, Transportation, TMT <u>Other duties:</u> Recurring payment schedule for cell phone and internet, TechMart campus training	Shauna Ivory x4307 <i>Financial Analyst</i>

<b>Specialty Team, Tax Reporting &amp; Supplier Management...Continued</b>	
<i>Assignment</i>	<i>Financial Analyst</i>
Facilities (retention invoices), GPS, HSS, OSC, OTT, President's Office <u>Other duties:</u> TechMart campus training, Petty cash (campus), Royalty payments, Account reconciliation, JPL wire booking (backup), Tax payments (backup)	Monique McMillan x3097 <i>Financial Analyst &amp; e-Payables Administrator</i>
Admissions, BBE, Bookstore, Bursar's Ofc., Business & Finance, Campus Life, CAPSI, CCE, Dean's Ofc., Development, FASA, Housing, Human Resources and HR Benefits, OGC, Performing & Visual Arts, SFP, Student Affairs <u>Other duties:</u> TechMart campus training, JPL wire booking, Tax payments, Supplier refunds, Account reconciliation, Recurring payment schedule for cell phone and internet (backup)	Ruth Shoaf x8997 <i>Financial Analyst</i>
<i>Assignment</i>	<i>Supplier Specialist</i>
Supplier Management: Add/update supplier and traveler records, tax forms and tax analysis, direct deposit	Jennifer Reyes x2271 Sr. Supplier Management Specialist & Small Business

<b>Group 7 - Small Business</b>	
<i>Assignment</i>	<i>Administrator</i>
<b>Manager</b>	<b>Theresa Perez x2855</b>
	Jennifer Reyes x2271

<b>Group 8 - Disbursements &amp; e-Payables</b>	
<i>Assignment</i>	<i>Specialist</i>
<b>Manager</b>	<b>Chris Aguilar x3098</b>
Financial Analyst & e-Payables Administrator	Holly Cronin x2894
Disbursements Specialist	Michael Dumaua x8911
Disbursements Specialist	Nittaya Tantapharuk x8634

<b>Group 9 - Systems Support</b>	
<i>Assignment</i>	<i>Analyst</i>
<b>Lead</b>	<b>Cynthia Rowand x6281</b>

<b>Group 10 - Support Services</b>	
<i>Assignment</i>	<i>Support</i>
<b>Manager</b>	<b>Cynthia Rowand x6281</b>
Hotline Specialist	Ruby Gallegos x8900
Support Specialist	Emmanuel Medina x2893