Procurement Services

Assignment Listing

Caltech

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** ***Hotline*** **- Closed 12PM to 1PM, Monday through Friday**
Website Address	**http://procurement.caltech.edu**
Hotline Telephone/Fax	**626-395-8900 / 626-229-9864**
Invoice Submission	**Email: accountspayable@caltech.edu** **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	Abraham Cardona x4062 Mari Melendez x6746	Serina Babcock x8937
Athenaeum	Matt Brown x4973 Rudy Zepeda x2578	Corina Duncan x6231
BBE/HHMI	Mari Melendez x6746 Joel Sanchez x6723	Andrea Romani x3336
Business & Finance/Research Administration	Abraham Cardona x4062 Mari Melendez x6746	Serina Babcock x8937
CACR	Joel Sanchez x6723 Open	Marion Pele x8357
CCE/JCAP	Abraham Cardona x4062 Mari Melendez x6746	Serina Babcock x8937
AAR	Open	Serina Babcock x8937
EAS	Joel Sanchez x6723 Mari Melendez x6746	Corina Duncan x6231
Facilities/Faculty Housing/ EH&S/Security & Parking/ Campus Mail	Rudy Zepeda x2578 Abraham Cardona x4062	Karim Jaime x2758
GPS	Joel Sanchez x6723 Mari Melendez x6746	Andrea Romani x3336
HSS	Rudy Zepeda x2578 Open	Andrea Romani x3336

TechMart...Continued		
Assignment	*Purchasing Buyer/Backup*	*Accounts Payable Specialist/Backup*
Human Resources	Rudy Zepeda x2578 Open	Corina Duncan x6231
IMSS	Abraham Cardona x4062 Mari Melendez x6746	Corina Duncan x6231
Library	Rudy Zepeda x2578 Open	Corina Duncan x6231
LIGO	Hannah Hansen (509) 372-8264	Serina Babcock x8937
OGC	Abraham Cardona x4062 Mari Melendez x6746	Serina Babcock x8937
PMA	Mari Melendez x6746 Joel Sanchez x6723	Marion Pele x8357
President's Office	Rudy Zepeda x2578 Open	Marion Pele x8357
Provost's Office/OLAR/OTTCP/ Staff & Faculty Consultation	Rudy Zepeda x2578 Open	Serina Babcock x8937
SAS/Caltech Store/Dining Services/Student Housing	Rudy Zepeda x2578 Open	Marion Pele x8357
Strategy Implementation	Rudy Zepeda x2578 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	Rudy Zepeda x2578 Open	Marion Pele x8357
TMT	Mari Melendez x6746 Joel Sanchez x6723	Marion Pele x8357

Group 3 - Special Assignments		
Assignment	*Purchasing Buyer/Backup*	*Specialist/Backup*
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		
Assignment	*Purchasing Buyer/Backup*	*Specialist/Backup*
RFPs	Contracting Officers	*N/A*
TechMart Training	Mari Melendez x6746 Rudy Zepeda x2578 Joel Sanchez x6723	Lilly Mendez x2654
Utility Bills - ALL		Holly Cronin x2894

Group 4 - P-Card	
Assignment	*Administrator*
Manager	**Michelle Lampe x6257**
P-Card Administrator	Lupe Gudino x6235
P-Card Administrator	Shauna Ivory x4307 (as of 11/16/26)

Group 5 - Travel	
Assignment	*Administrator*
Manager	**Muriel Marroquin x6273**
Sr. Travel Administrator	Teresa Ponce x2368
Travel Administrator	Rebecca Rodriguez x6149

Group 6 - Specialty Team, Tax Reporting & Supplier Management	
Assignment	*Financial Analyst*
Manager	**Theresa Perez x2855**
Small Business Program, 592 and 1042S tax filing, Income tax reporting and withholding, Accounting functions	Theresa Perez x2855 *Manager, Specialty Team and Supplier Management*
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 *Senior Financial Analyst*
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 Other duties: Recurring payment schedule for cell phone and internet, TechMart campus training	Shauna Ivory x4307 - (transfering to P-Card 11/16/26) *Financial Analyst*

Specialty Team, Tax Reporting & Supplier Management…Continued	
Assignment	*Financial Analyst*
Facilities (retention invoices), GPS, HSS, OSC, OTT, President's Office Other duties: TechMart campus training, Petty cash (campus), Royalty payments, Account reconciliation, JPL wire booking (backup), Tax payments (backup)	Open *Financial Analyst & e-Payables Administrator*
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 Other duties: TechMart campus training, JPL wire booking, Tax payments, Supplier refunds, Account reconciliation, Recurring payment schedule for cell phone and internet (backup)	Ruth Shoaf x8997 *Financial Analyst*
Assignment	*Supplier Specialist*
Supplier Management: Add/update supplier and traveler records, tax forms and tax analysis, direct deposit	Jennifer Reyes x2271 Sr. 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
Disbursements Specialist	Michael Dumaua x8911
Disbursements Specialist	Open

Group 9 - Systems Support	
Assignment	*Analyst*
Lead	**Cynthia Rowand x6281**

Group 10 - Support Services	
Assignment	*Support*
Manager	**Cynthia Rowand x6281**
Hotline Specialist	Ruby Gallegos x8900
Support Specialist	Emmanuel Medina x2893