

## Buyer Point of Contact (POC) for Divisions/Departments

<p style="text-align: center;"><b>Inez Pineda</b> Ext. 2247 <a href="mailto:ipineda@cerritos.edu">ipineda@cerritos.edu</a></p>	<p style="text-align: center;"><b>Ramona Mellgoza</b> Ext. 2248 <a href="mailto:rmellgoza@cerritos.edu">rmellgoza@cerritos.edu</a></p>	<p style="text-align: center;"><b>Mayra Radillo</b> Ext. 2246 <a href="mailto:mradillo@cerritos.edu">mradillo@cerritos.edu</a></p>
<ul style="list-style-type: none"> <li>• Business Education</li> <li>• Humanities/Social Sciences</li> <li>• Physical Education/Athletics</li> <li>• President/Superintendent's Office</li> <li>• Technology (Instructional)                             <ul style="list-style-type: none"> <li>○ Automotive</li> <li>○ Cosmetology</li> </ul> </li> </ul> <p>Additional Duties/Areas of Responsibility:</p> <ul style="list-style-type: none"> <li>• Credit Card Reconciliation</li> <li>• DMV (registration/titles)</li> <li>• Fixed Asset Report</li> <li>• Fuel Card</li> <li>• LACOE PeopleSoft</li> <li>• PO Rollover Report/Submittal to LACOE</li> <li>• Request for Qualifications/ Request for Proposals (RFQ/RFP)</li> <li>• Special Projects</li> <li>• SpendMap</li> <li>• Stop Payment Notices</li> <li>• Vehicles</li> </ul>	<ul style="list-style-type: none"> <li>• Academic Affairs</li> <li>• Academic Affairs Vice President's Office</li> <li>• Academic Success                             <ul style="list-style-type: none"> <li>○ Library</li> </ul> </li> <li>• Admissions, Records, &amp; Services</li> <li>• Advanced Transportation Technologies Projects</li> <li>• Business Services Vice President's Office</li> <li>• Community Advancement</li> <li>• Fiscal Services</li> <li>• Health Occupations                             <ul style="list-style-type: none"> <li>○ Child Development Center</li> <li>○ Culinary</li> </ul> </li> <li>• Institutional Effectiveness, Research, and Planning</li> <li>• Physical Plant &amp; Construction Services</li> <li>• Purchasing</li> <li>• Student Activities (ASCC)</li> </ul> <p>Additional Duties/Areas of Responsibility:</p> <ul style="list-style-type: none"> <li>• Copiers</li> <li>• PO Rollover Report</li> <li>• Public Works Field Contracts – District</li> <li>• Public Works Field Contracts – GO Bond</li> <li>• Request for Qualifications/ Request for Proposals (RFQ/RFP)</li> <li>• Shredding Services</li> </ul>	<ul style="list-style-type: none"> <li>• Adult Education/Diversity Programs</li> <li>• Campus Police</li> <li>• Career and Assessment Services</li> <li>• Community Education</li> <li>• Counseling Services                             <ul style="list-style-type: none"> <li>○ Veteran Services</li> </ul> </li> <li>• Disabled Student Programs and Services (DSPS)</li> <li>• Ed. Partnerships and Programs                             <ul style="list-style-type: none"> <li>○ Pathways</li> <li>○ Teacher TRAC</li> </ul> </li> <li>• Faculty Senate</li> <li>• Fine Arts/Communications</li> <li>• Human Resources Vice President's Office                             <ul style="list-style-type: none"> <li>○ Risk Management</li> </ul> </li> <li>• Information Technology                             <ul style="list-style-type: none"> <li>○ Publications</li> </ul> </li> <li>• Liberal Arts</li> <li>• Perkins</li> <li>• Public &amp; Governmental Relations</li> <li>• Science, Engineering, &amp; Mathematics/STEM Grant                             <ul style="list-style-type: none"> <li>○ Project Hope</li> </ul> </li> <li>• Student Health and Wellness Services</li> <li>• Student Program Services (CalWORKS/Int'l Students)</li> <li>• Students Services Vice President's Office</li> <li>• Student Success (iFalcon)</li> <li>• Student Support Services                             <ul style="list-style-type: none"> <li>○ EOPS</li> <li>○ Financial Aid</li> </ul> </li> </ul> <p>Additional Duties/Areas of Responsibility:</p> <ul style="list-style-type: none"> <li>• Amazon Reconciliation</li> <li>• PO Rollover Report</li> <li>• Request for Qualifications/ Request for Proposals (RFQ/RFP)</li> </ul>