Division of Accounting
OFFICE OF COMMODITY AND CONTRACT PAYABLES
DIRECTORY OF CONTACTS
December, 2016

LATEST UPDATE: Dec. 1, 2016

OFFICE CHIEF	Lisa Kwong	(916) 227-9279

Service Payables Branch

BRANCH CHIEF	Tiffany Tran	(916) 227-9102 Fax (916) 227-9736

Processing Vendor Payments: Contracts, Leases, Legal Claims, Damage Claims, Construction-Major/Minor, Advances, CO-OP's, Training, Freight, Board of Control, and Miscellaneous

Section	Section Chief	Phone#
Service Payables I	Teresa Naraval	(916) 227-9199
Service Payables II	Loretta Wong	(916) 227-0567
Service Payables III	John Ackerman	(916) 227-9513

Alpha Service Contract Distribution	Accountant	Phone # Area Code (916)	Section
A			
A – Lease	Alilliana Wong	227-9213	Service Payables III
Aa – Ad	Jaime Navarrete	227-9841	Service Payables III
Ae – Az	Chester Yu	227-0580	Service Payables III
Administrative Hearings, Office of	Jaime Navarrete	227-9841	Service Payables III
Alta Vista (District 4)	Allan Harlow	227-5585	Service Payables III
Alta Vista (District 7)	Chester Yu	227-0580	Service Payables III
Alta Vista Solutions (HQ)	Lisa Simpson	227-9509	Service Payables III
American Express	Lisa Simpson	227-9509	Service Payables III
AT & T	Nitsa Maokhamphiou	227-9204	Service Payables III

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Alpha Service Contract Distribution	Accountant	Phone # Area Code (916)	Section
B			
B - Lease	Katherine Oda	227-9013	Service Payables I
B Acronyms	Theresa McKinney	227-9585	Service Payables I
Ba	Gabriella Bowers	227-9247	Service Payables I
Be	Katherine Oda	227-9013	Service Payables I
Bi & Bl	Kala Jajoor	227-0591	Service Payables I
Bo	Ed Hannan	227-9166	Service Payables I
Br	Ame Cruz	227-9153	Service Payables I
Bu	Ame Cruz	227-9153	Service Payables I
Board of Equalization Fees	Ed Hannan	227-9166	Service Payables I
Board of Equalization (Sales & Use Tax Reporting)	Alilliana Wong	227-9213	Service Payables III
Branch Production Reports	Lisa Simpson	227-9509	Service Payables III
C			
C – Lease	Alilliana Wong	227-9213	Service Payables III
Ca – Cn	Allan Harlow	227-5585	Service Payables III
Co	Debbie Jee	227-0585	Service Payables III
Cp – Cz	Jacey Low	227-4272	Service Payables III
CCC – California Conservation Corps	Allan Harlow	227-5585	Service Payables III
CHP – California Highway Patrol	Linda Procida	227-9285	Service Payables I
D			
D – Lease	Debbie Jee	227-0585	Service Payables III
Da – Dz (Excluding UC Davis)	Jacey Low	227-4272	Service Payables III
Davis, University of California (UCD)	Allan Harlow	227-5585	Service Payables III
DPO	Ginger Smith	227-9024	Service Payables II
E			
E	Jenny Huitrado	227-4240	Service Payables I
E – Lease	Ed Hannan	227-9166	Service Payables I
EDD – Employment Development Dept. Invoices	Ed Hannan	227-9166	Service Payables I
EFT – Lease	Alilliana Wong	227-9213	Service Payables III

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Alpha Service Contract Distribution	Accountant	Phone # Area Code (916)	Section
EFT – Enrollment –Service Contracts	Lisa Simpson	227-9509	Service Payables III
EFT – Enrollment - Major Constructions Contracts	Kala Jajoor	227-0591	Service Payables I
Escrow Accounts	Kala Jajoor	227-0591	Service Payables I
F			
F	Ame Cruz	227-9153	Service Payables I
F – Lease	Katherine Oda	227-9013	Service Payables I
Form 27A Reimbursement	Tara Garvin	227-9231	Service Payables II
FTB – Franchise Tax Board -Back up Withholdings (7%)	Alilliana Wong	227-9213	Service Payables III
Freight	Tara Garvin	227-9231	Service Payables II
G			
G	Tara Garvin	227-9231	Service Payables II
G – Lease	Ginger Smith	227-9024	Service Payables II
H			
H	Theresa McKinney	227-9585	Service Payables I
H – Lease	Linda Procida	227-9285	Service Payables I
I			
I	Kala Jajoor	227-0591	Service Payables I
I – Lease	Ed Hannan	227-9166	Service Payables I
J			
J	Theresa McKinney	227-9585	Service Payables I
J – Lease	Kala Jajoor	227-0591	Service Payables I
K			
K	Ed Hannan	227-9166	Service Payables I
K – Lease	Kala Jajoor	227-0591	Service Payables I
L			
L	Cindy Sherling	227-4232	Service Payables II
L – Lease	Maggie Martinez	227-9121	Service Payables II
Labor Compliance – Major Construction Contracts	Katherine Oda	227-9013	Service Payables I
Legal (Settlements, Tort)	Maggie Martinez	227-9121	Service Payables II
Legislative Bills	Katherine Oda	227-9013	Service Payables I

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Alpha Service Contract Distribution	Accountant	Phone # Area Code (916)	Section
Levies	Katherine Oda	227-9013	Service Payables I
Liens	Katherine Oda	227-9013	Service Payables I
M			
M	Vacant	227-4242	Service Payables II
M – Lease	Maggie Martinez	227-9121	Service Payables II
Minor B	Ginger Smith	227-9024	Service Payables II
N			
N	Christina Jimenez	227-9083	Service Payables II
N – Lease	Maggie Martinez	227-9121	Service Payables II
N (MGAX)	Cindy Sherling	227-4232	Service Payables II
O			
O	Ed Hannan	227-9166	Service Payables I
O – Lease	Ed Hannan	227-9166	Service Payables I
Office of Administrative Hearings	Jaime Navarrete	227-9841	Service Payables III
OWP PL Funds	Lisa Simpson	227-9509	Service Payables III
P			
P	Rita Holm	227-9009	Service Payables II
P – Lease	Maggie Martinez	227-9121	Service Payables II
Personal Property Claims	Tara Garvin	227-9231	Service Payables II
PISA Payments	Linda Procida	227-9285	Service Payables I
Q			
Q	Ginger Smith	227-9024	Service Payables II
Q – Lease	Ginger Smith	227-9024	Service Payables II
R			
R	Jenny Huitrado	227-4240	Service Payables I
R – Lease	Linda Procida	227-9285	Service Payables I
Railroad	Vacant	227-4242	Service Payables II
Recology	Gabriella Bowers	227-9247	Service Payables I
Republic Service	Gabriella Bowers	227-9247	Service Payables I

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Alpha Service Contract Distribution	Accountant	Phone # Area Code (916)	Section
S			
S – Lease	Allan Harlow	227-5585	Service Payables III
Sa – Sk	Nitsa Maokhamphiou	227-9204	Service Payables III
Sl – Ss	Richard Lam	227-9082	Service Payables III
St – Sz	Jacey Low	227-4272	Service Payables III
Separation of Duties Report	Alilliana Wong	227-9213	Service Payables III
Stipend Payments	Kala Jajoor	227-0591	Service Payables I
Stop Notices	Katherine Oda	227-9013	Service Payables I
T			
T – Lease	Maggie Martinez	227-9121	Service Payables II
T (MGAX)	Vacant	227-4242	Service Payables II
Ta–Tg	Kristine D. Vang-Thao	227-5765	Service Payables II
Th–Tq	Cindy Sherling	227-4232	Service Payables II
Tr– Tv	Christina Jimenez	227-9083	Service Payables II
Tw–Tz	Rita Holm	227-9009	Service Payables II
1099 Caltrans Inquiry Line	Alilliana Wong	(866)250-2086	Service Payables III
1099 Desk	Alilliana Wong	227-9213	Service Payables III
27A Process	Tara Garvin	227-9231	Service Payables II
U			
U	Richard Lam	227-9082	Service Payables III
U – Lease	Maggie Martinez	227-9121	Service Payables II
Uniform Cleaning	Gabriella Bowers	227-9247	Service Payables I
V			
V	Christina Jimenez	227-9083	Service Payables II
V – Lease	Maggie Martinez	227-9121	Service Payables II
V (MGAX)	Tara Garvin	227-9231	Service Payables II
W			
W	Kristine D. Vang-Thao	227-5765	Service Payables II
W – Lease	Debbie Jee	227-0585	Service Payables III

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Alpha Service Contract Distribution	Accountant	Phone # Area Code (916)	Section
W (MGAX)	Lisa Simpson	227-9509	Service Payables III
X			
X	Kristine D. Vang-Thao	227-5765	Service Payables II
X – Lease	Maggie Martinez	227-9121	Service Payables II
X (MGAX)	Rita Holm	227-9009	Service Payables II
Y			
Y	Kristine D. Vang-Thao	227-5765	Service Payables II
Y – Lease	Maggie Martinez	227-9121	Service Payables II
Y (MGAX)	Rita Holm	227-9009	Service Payables II
Z			
Z	Kristine D. Vang-Thao	227-5765	Service Payables II
Z – Lease	Maggie Martinez	227-9121	Service Payables II
Z (MGAX)	Rita Holm	227-9009	Service Payables II

*Service Payables Alpha Determination

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Commodity & CAL-Card Payments Branch		
BRANCH CHIEF	**Monica Cummings**	**(916) 227-9055** **Fax (916) 227-8881**
Processing Vendor Payments: CAL-Card, Purchase Orders & Support Encumbrance Policy		
Commodity Payments - Section Chief	**Lupe Vallejo**	**(916) 227-9258** **Fax (916) 227-4198**
Support Encumbrance Policy	Lenka Johnson	(916) 227-4295
Lead Person	Vera Bool	(916) 227-9167
Payment Approving Sr. AO	Anwar Ali	(916) 227-5762
Commodity Payments		
District 1, 2, 11, & 12	Sergei Pavlov	(916) 227-9743
Districts 3 & 16	LaTonia Wardell	(916) 227-8750
District 4, 22 (A-Z) & GSPOs	Saim Kayani	(916) 227-9375
District 7	Miriam Sanchez	(916) 227-8525
District 5, 6, 8, & 9	Gary Myrick	(916) 227-4264
District 10, and 99 (Signs)	Marialena Vang	(916) 227-9364
Shop Payments - Section Chief	**Teresa Zimmerle**	**(916) 227-9324** **Fax (916) 227-8881**
Lead Person – POs	Gwinny Chan	(916) 227-9151
Lead Person – POs	Maria Mercado	(916) 227-9147
POs		
Riverview, Danielle Tire, C, F, & O	Priti Suthar	(916) 227-0606
A, B, D, E, N, & U	Jade Xie	(916) 227-5766
R, S, T, V, X, Y, & Z	Steve Kanelos	(916) 227-8966
H, J, L, M, Q, & W	Vyacheslav (Slava) Zhuk	(916) 227-8947
P, G, K, I, Light House, & Napa Auto Parts	Trang Le	(916) 227-9065
Mail / CarQuest	Desmond Bryant	(916) 227-9104

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CAL-Card – Section Chief	Cindy Buhagiar	(916) 227-9127 Fax (916) 227-8881
Lead Person - (District 7 & 10)	Koua Thao	(916) 227-8965
Lead Person - (District 5 & 8)	Josephine Le	(916) 227-4294
Lead Person - Cal-Card (out on leave)	Kim Wheatfill	
Lead Person - (District 2 & 3)	Regina Sanchez	(916) 227-9138
District – 9 & HQ Levels	Harry Lam	(916) 227-9175
District - 1 & 4	Oksana Pavlov	(916) 227-8528
District - 6, 11, & 12	Kawai (Wayne) Tsang	(916) 227-9191
Shop District - 1-12 & HQ	Zoon Yee	(916) 227-9138

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***Service Payables Alpha Determination**

1. For invoices beginning with State, California State or other references to State; see State of California Agency directory for alpha determination.
   Example: State of California, Department of Insurance. This is an "I".

2. For invoices beginning with City, County or other reference to a City or County, the name of the City or County will be used for alpha determination.
   Example: City of Sacramento, Sacramento City. These are "S".
   Example: County of Los Angeles, Los Angeles County. These are "L".

3. For invoices which contain a last name in the title, the last name will be used for alpha determination.
   Example: Robert James, Company. This is "J".
   Example: William Smith. This is "S".

4. For invoices with no last name in the company title, the first name or reference will be used for alpha determination.
   Example: Ace Hardware. This is an "A".

5. For invoices with all last names, use first last name for alpha determination.
   Example: Boster, Kobayashi & Associates. This is a "Bo".
   Example: Brown & Caldwell. This is a "Br".

6. For invoices with University and U.C. Regents, use the City for alpha determination.
   Example: University of California, Berkley. This is "Be".
   Example: U.C. Regent, Irvine. This is "I".
   Example: California State University, Sacramento. This is "S".

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