

Office of Business and Financial Services - Primary Points of Contact

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See Primary Contact for associated forms

Area	Services	Primary	E-Mail	Phone	Secondary
Human Resources	Benefits	Ingrid Bermeo	IBermeo@research.ucla.edu	51775	Grace Yi
	Employee Relations	Grace Yi	Grace.Yi@research.ucla.edu	33559	Rory Constancio
	Job Descriptions	Grace Yi	Grace.Yi@research.ucla.edu	33559	Rory Constancio
	New Hires & Separations	Ingrid Bermeo	IBermeo@research.ucla.edu	51775	Grace Yi
	Payroll/Timesheets	Ingrid Bermeo	IBermeo@research.ucla.edu	51775	Grace Yi
	Recruitment/Posting	Megan Kor	Megan.Kor@research.ucla.edu	40546	Grace Yi
	Staff Awards (Cash/Non-Cash)	Grace Yi	Grace.Yi@research.ucla.edu	33559	Megan Kor
	Staff Parking	Ingrid Bermeo	IBermeo@research.ucla.edu	51775	Grace Yi
Financial	Access to UCLA Business Systems	Lupe Romero	Guadalupe.Romero@research.ucla.edu	40136	Aiza Almario
	Budget Reporting	Rory Constancio	Rory.Constancio@research.ucla.edu	68331	Lupe Romero
	Business Cards	Ricardo Morales	Ricardo.Morales@research.ucla.edu	71864	Aiza Almario
	Central Office Supplies & Equipment	Ricardo Morales	Ricardo.Morales@research.ucla.edu	71864	Aiza Almario
	IT Supplies & Equipment	ORIS ServiceDesk	ServiceDesk@research.ucla.edu	40123	--
	Non-standard Purchases	Aiza Almario	Aiza.Almario@research.ucla.edu	63368	Lupe Romero
	Travel/Non-Travel Reimbursements	Ricardo Morales	Ricardo.Morales@research.ucla.edu	71864	Aiza Almario
Building Operations	Building Trouble Calls (Heat/Air/Restrooms/Security)	OBFS Operations	OBFSOperations@research.ucla.edu	63368	--
	Courier Services/Mail Receiving	Ricardo Morales	Ricardo.Morales@research.ucla.edu	71864	Aiza Almario
	Phones	ORIS ServiceDesk	ServiceDesk@research.ucla.edu	40123	--
	Directories (Internal/UCLA system)	Ricardo Morales	Ricardo.Morales@research.ucla.edu	71864	Aiza Almario
	Emergency Supplies	Ricardo Morales	Ricardo.Morales@research.ucla.edu	71864	Aiza Almario
	Ergonomics	Aiza Almario	OBFSOperations@research.ucla.edu	63368	Ricardo Morales
	Keys/Building Access	Aiza Almario	OBFSOperations@research.ucla.edu	63368	Ricardo Morales
	Space Management (Furniture/Work & Public Space)	Aiza Almario	OBFSOperations@research.ucla.edu	63368	Ricardo Morales
	Visitor Information & Parking	Aiza Almario	Aiza.Almario@research.ucla.edu	63368	Lupe Romero