

CONTACTS AND RESOURCES

Accounts Payable	Contact	Contact Email	Ext.	Website
Status of Check, Expense Reimbursement, Cash Advance, Payment, Status on Paperwork	Lena Ramos or Gabby Rodarte	lramos@laverne.edu grodarte@laverne.edu	Lena: 4412 Gabby :4111	https://myportal.laverne.edu/web/ofbs/accounts-payable

Purchasing Department	Contact	Contact Email	Ext.	Website
Purchase Orders, Packages, Delivery, PO Cards: Costco, Status on CC payment	Johnny Chavez	jchavez@laverne.edu	4541	https://sites.laverne.edu/purchasing

Risk Management	Contact	Contact Email	Ext.	Website
Paperwork Approval, Questions on Insurance	Alex Soto	asoto@laverne.edu	4516	https://myportal.laverne.edu/web/ofbs/accounts-payable

Clubs/Organizations	Contact	Contact Email	Ext.	Website
Collaborating with a Club? Need a clubs information?	Cindy Vallejo- General Advisor	cvallejo@laverne.edu	4773	https://laverne.edu/student-life/clubs/
	Jojo Gaters- Clubs/Orgs Coordinator	Clubs@laverne.edu	4483	

Club Account Info	Contact	Contact Email	Ext.	Website
Club Account, Balance, Fund Available	Jen Breitigan	jbreitigan@laverne.edu	4113	

OFFICE OF STUDENT LIFE	Contact	Contact Email	Ext.	Website
Greek Life, Leadership, ASULV	Adam Wong	awong@laverne.edu	4481	
Front Desk Coordinators, Operations w/in Student Life	Jazmin Barragan	jbarragan@laverne.edu	4467	

EVENTS & MARKETING RESOURCES

EVENT DETAILS SOURCE	Contact	Contact Email	Ext.	Website
Catering Bon Appetit	Richard Rodriguez	Richard.rodriquez@cafebonappetit.com	4315	http://laverne.catertrax.com/
Chef	Justin Alarcon	Justin.alarcon@cafebonappetit.com	4316	
The Spot/ Outdoor Lunch	Sharon Levine	Sharon.levine@cafebonappetit.com	4438	
Event Reservations	Events	events@laverne.edu	4910	
25 Live Reservation System	Veronica Ashcroft	vashcroft@laverne.edu	4911	
Morgan Auditorium	Dalton Lamberth	flamberth@laverne.edu	4917	
Facilities		help@laverne.edu	4130	
Housekeeping		help@laverne.edu	4130	
Parking Reservation/Transportation	Lisa Grater	lgrater@laverne.edu	4725	
The Gym/ Field/Campus West	Cres Gonzalez	cgonzalez@laverne.edu	4257	

Marketing Source	Contact	Contact Email	Ext.	Website
ASULV Toilet Paper	VP of Marketing: Aleyah Mungia	asulvmarketing@laverne.edu	4853	
Campus Center TV Screens	Jim Brooks	jbrooks@laverne.edu	4913	
Campus Times		ctimes@laverne.edu	909- 392- 2712	Laverne.edu/campus-times/advertising
The Spot Dining Hall Tables	Sharon Levine	Sharon.levine@cafebonappetit.com	4438	
Campus Posting- Bulletin Boards	Jim Brooks	jbrooks@laverne.edu	4913	
ULV Graphics	Raffi Zainzalian/Sean Carlson	graphics@laverne.edu	4526	https://collegiatepress.myprintdesk.net/DSF/SmartStore.aspx?6xni2of2cF2IAJk3a3BZ1mAt7EuC4bpwt7/BAJnn7cbWlvvrCoJOVI2xDM9BGFNQ#!/Storefront Username: CAB Password: cab