

Office of Business and Financial Services - Primary Points of Contact

Last Update: : 12/18/25

See Primary Contact for associated forms

Area	Services	Primary	E-Mail	Phone	Secondary
Human Resources	Benefits	Grace Yi	Grace.Yi@research.ucla.edu	310-983-3559	Ingrid Bermeo
	Employee Relations	Grace Yi	Grace.Yi@research.ucla.edu	310-983-3559	Rory Constancio
	Job Descriptions	Grace Yi	Grace.Yi@research.ucla.edu	310-983-3559	Rory Constancio
	New Hires & Separations	Ingrid Bermeo	IBermeo@research.ucla.edu	310-825-1775	Grace Yi
	Payroll/Timesheets	Ingrid Bermeo	IBermeo@research.ucla.edu	310-825-1775	Grace Yi
	Recruitment/Posting	Grace Yi	Grace.Yi@research.ucla.edu	310-983-3559	Ingrid Bermeo
	Staff Awards (Cash/Non-Cash)	Grace Yi	Grace.Yi@research.ucla.edu	310-983-3559	Ingrid Bermeo
	Staff Parking	Ingrid Bermeo	IBermeo@research.ucla.edu	310-825-1775	Grace Yi
Financial	Access to UCLA Business Systems	Lupe Romero	Guadalupe.Romero@research.ucla.edu	310-794-0136	Aiza Almario
	Budget Reporting	Rory Constancio	Rory.Constancio@research.ucla.edu	310-206-8331	Lupe Romero
	Business Cards	Allynn Lewis	Allynn.Lewis@research.ucla.edu	424-259-5039	Aiza Almario
	Central Office Supplies & Equipment	Allynn Lewis	Allynn.Lewis@research.ucla.edu	424-259-5039	Aiza Almario
	IT Supplies & Equipment	ORIS ServiceDesk	ServiceDesk@research.ucla.edu	310-794-0123	--
	Non-standard Purchases	Aiza Almario	Aiza.Almario@research.ucla.edu	310-206-3368	Lupe Romero
	Travel/Non-Travel Reimbursements	Allynn Lewis	Allynn.Lewis@research.ucla.edu	424-259-5039	Aiza Almario
Building Operations	Building Trouble Calls (Heat/Air/Restrooms/Security)	OBFS Operations	OBFSOperations@research.ucla.edu	310-206-3368	--
	Courier Services/Mail Receiving	Allynn Lewis	Allynn.Lewis@research.ucla.edu	424-259-5039	Aiza Almario
	Phones	ORIS ServiceDesk	ServiceDesk@research.ucla.edu	310-794-0123	--
	Directories (Internal/UCLA system)	Allynn Lewis	Allynn.Lewis@research.ucla.edu	424-259-5039	Aiza Almario
	Emergency Supplies	Allynn Lewis	Allynn.Lewis@research.ucla.edu	424-259-5039	Aiza Almario
	Ergonomics	Aiza Almario	OBFSOperations@research.ucla.edu	310-206-3368	Allynn Lewis
	Keys/Building Access	Aiza Almario	OBFSOperations@research.ucla.edu	310-206-3368	Allynn Lewis
	Space Management (Furniture/Work & Public Space)	Aiza Almario	OBFSOperations@research.ucla.edu	310-206-3368	Allynn Lewis
Visitor Information & Parking	Aiza Almario	Aiza.Almario@research.ucla.edu	310-206-3368	Lupe Romero	