

Accounts Payable Operations Staff Directory as of August 1, 2021

Mailing Address: UCSF Medical Center A/P Dept. Box 0816, 1855 Folsom Street, San Francisco, CA 94143

Office Address: UCSF Medical Center A/P Dept., 1855 Folsom Street, Suite 283, San Francisco, CA 94103

A/P Voicemail		415-353-3230	
Fax		415-353-3233	
UCSF Health A/P Email			UCSFAccountsPayable@ucsf.edu
A/P Staff	Distribution of Work	Phone #	Email Address
Glenn Borlongan, AP Specialist	Process check requests; process invoices for: AT&T, Federal Express, Land Leases-Maintenance, Pharmacy, Utilities (CalWater, Dept. of General Services_DGS, PG&E, SF WATER, SPURR), UPS and vendors with alpha's: C,U,W, X, Y ; BMI scanning; invoice retrieval; update check request log; work with Purchasing Dept. to resolve discrepant invoices; back up for mail, check distribution and A/P Help Desk email and voicemail; miscellaneous A/P tasks.	415-353-3196	Glenn.Borlongan@ucsf.edu
Doris Lin, AP Analyst	Ricoh copiers, 1099, Uncashed checks, relocation expenses, cancelled checks, audit check requests, CRÈME, duplicate payments, print checks and US Bank Payment Plus; UCSF Health vendor management; handle issues regarding MyExpense; training for staff; A/P weekly report; back up for BMI scanning, 810 invoices and land leases; miscellaneous A/P tasks.	415-353-3612	Doris.Lin@ucsf.edu
Svetlana (Lana) Stinerman, AP Analyst	Audit check requests; cancelled checks; 810 invoices - retrieve and process EDI/ODAP unprocessed invoices; report GHX issues to their support; aging, duplicate payments, print checks, and US Bank Payment Plus; UCSF Health vendor management; handle issues regarding MyExpense; training for staff; backup for Ricoh copiers, land leases, relocation expenses, AP Weekly Report and 1099; miscellaneous A/P tasks.	415-353-3627	Svetlana.Stinerman@ucsf.edu
Evelyn Guzman, AP Specialist	Process invoices for Design & Construction ; process invoices for vendors with alpha's: A, F, P, Z ; invoice retrieval; work with Purchasing Dept. to resolve discrepant invoices; mail and check distribution; A/P Help Desk email and voicemail; miscellaneous A/P tasks.	415-502-6145	Evelyn.Guzman@ucsf.edu
Chona Magsombol, AP Specialist	Process invoices for vendors with alpha's B, I, J, Q, T ; invoice retrieval; work with Purchasing Dept. to resolve discrepant invoices; mail and check distribution; A/P Help Desk email and voicemail; miscellaneous A/P tasks.	415-353-3647	Chona.Magsombol@ucsf.edu
Rita Lo, AP Specialist	Process invoices for vendors with alpha's: K, M, N, R, Gift Shop ; invoice retrieval; work with Purchasing Dept. to resolve discrepant invoices; mail and check distribution; A/P Help Desk mail, email and voicemail; miscellaneous A/P tasks.	415-353-3648	Rita.Lo@ucsf.edu
Nancy Mai, AP Specialist	Process invoices for vendors with alpha's: G, O, S, V; Deliverex (formally SourceHOV) ; Mail and checks distribution; invoice retrieval; work with Purchasing Dept. to resolve discrepant invoices; A/P Help Desk mail, email, voicemail and miscellaneous A/P tasks; backup for BMI scanning.	415-353-3645	Nancy.Mai@ucsf.edu
Cecilia Devera, AP Specialist	Process invoices for vendors with alpha's D,E,H, L and Dietary invoices ; invoice retrieval; work with Purchasing Dept. to resolve discrepant invoices; mail and check distribution; A/P Help Desk mail, email and voicemail; miscellaneous A/P tasks.	415-353-3251	Cecilia.Devera@ucsf.edu
Peggy Johnson	A/P Senior Manager	415-353-3874	Peggy.Johnson@ucsf.edu