

**PCS Point of Contact (POC)  
for Divisions/Departments/programs**

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<ul style="list-style-type: none"> <li>• Associated Students of Cerritos College (ASCC)—Kinesiology</li> <li>• Business Education</li> <li>• Campus Police</li> <li>• Health Occupations               <ul style="list-style-type: none"> <li>○ Child Devel. Center</li> <li>○ Culinary</li> </ul> </li> <li>• Humanities/Social Sciences</li> <li>• Institutional Effectiveness, Research and Planning (IERP)</li> <li>• Kinesiology (e.g., Physical Education/Athletics)</li> <li>• President/Superintendent’s Office               <ul style="list-style-type: none"> <li>○ Board of Trustees</li> <li>○ Governmental Relations</li> <li>○ Hospitality</li> </ul> </li> <li>• Public Affairs (e.g. Marketing)</li> <li>• Technology (Instructional)</li> </ul> <p><b>Additional Duties/Ares of Responsibility:</b></p> <ul style="list-style-type: none"> <li>• Amazon Prime Account Management (New Account)</li> <li>• BEST Advantage System               <ul style="list-style-type: none"> <li>○ DSA</li> <li>○ Object Codes</li> <li>○ UDOC</li> <li>○ Workflow</li> </ul> </li> <li>• Credit Card Reconciliation</li> <li>• DMV (i.e., Registration/Titles)</li> <li>• Fixed Asset Report</li> <li>• Fuel Card</li> <li>• PO Rollover Report/Submittal to LACOE</li> <li>• Request for Proposals/Request for Qualifications (RFP/RFQ)</li> <li>• SpendMap Workflow</li> <li>• Stop Payment Notices</li> <li>• Substitution of Contractors</li> <li>• Travel</li> <li>• Vehicles</li> <li>• Verizon</li> </ul>	<ul style="list-style-type: none"> <li>• Academic Affairs Vice President’s Office               <ul style="list-style-type: none"> <li>○ Academic Affairs &amp; Strategic Initiatives</li> <li>○ Strong Workforce</li> </ul> </li> <li>• Academic Success (e.g., Library)</li> <li>• Advanced Transportation &amp; Logistics (e.g., Advanced Transportation Technologies Education)</li> <li>• Business Services Vice President’s Office</li> <li>• Community Advancement</li> <li>• Enrollment Services (e.g., Admissions &amp; Records)               <ul style="list-style-type: none"> <li>○ School Relations</li> </ul> </li> <li>• Fiscal Services</li> <li>• Physical Plant &amp; Construction Services               <ul style="list-style-type: none"> <li>○ Bond</li> </ul> </li> <li>• Procurement and Contract Svcs.</li> <li>• Student Affairs (e.g., Student Activities)               <ul style="list-style-type: none"> <li>○ Associated Students of Cerritos College (ASCC)</li> <li>○ Basic Needs</li> <li>○ Clubs</li> </ul> </li> </ul> <p><b>Additional Duties/Ares of Responsibility:</b></p> <ul style="list-style-type: none"> <li>• Copiers</li> <li>• Credit Card Reconciliation</li> <li>• Furniture</li> <li>• Office Supply Problem Resolution</li> <li>• PO Rollover Report</li> <li>• Public Works Field Contracts-District</li> <li>• Request for Proposals/Request for Qualifications (RF/RFQ)</li> <li>• Shredding Services</li> <li>• Travel</li> </ul>	<ul style="list-style-type: none"> <li>• Career and Assessment Services</li> <li>• Continuing Education (e.g., Community Education)               <ul style="list-style-type: none"> <li>○ Adult Education &amp; Career Education</li> </ul> </li> <li>• Counseling Services</li> <li>• CTE               <ul style="list-style-type: none"> <li>○ Perkins</li> <li>○ Strong Workforce</li> </ul> </li> <li>• Ed Partnerships &amp; Programs               <ul style="list-style-type: none"> <li>○ Pathways</li> <li>○ Teacher Trac</li> <li>○ Strong Workforce</li> </ul> </li> <li>• Faculty Senate</li> <li>• Financial Aid</li> <li>• Fine Arts/Communications</li> <li>• Human Resources, Vice President’s Office               <ul style="list-style-type: none"> <li>○ Risk Management</li> <li>○ Diversity, Compliance &amp; Title IX</li> </ul> </li> <li>• Information Technology               <ul style="list-style-type: none"> <li>○ Publications</li> </ul> </li> <li>• Liberal Arts</li> <li>• Science, Engineering &amp; Mathematics/STEM Grant               <ul style="list-style-type: none"> <li>○ Project Hope</li> <li>○ Strong Workforce</li> </ul> </li> <li>• Student Accessibility &amp; Wellness Services               <ul style="list-style-type: none"> <li>○ Student Health Services</li> </ul> </li> <li>• Student Equity &amp; Success               <ul style="list-style-type: none"> <li>○ EOPS/LINC/CARE</li> <li>○ LGBTQ+</li> <li>○ Student Program Services (e.g., CalWORKS &amp; Int’l Student Services)</li> <li>○ Undocumented Resources</li> <li>○ Veterans Resource Center</li> </ul> </li> <li>• Student Services, Vice President’s Office</li> <li>• Student Success (e.g., iFalcon)</li> </ul> <p><b>Additional Duties/Areas of Responsibility:</b></p> <ul style="list-style-type: none"> <li>• Credit Card Reconciliation</li> <li>• Home Depot Credit Card</li> <li>• PO Rollover Report</li> <li>• Request for Proposal/Request for Qualifications (RFP/RFQ)</li> <li>• Travel</li> </ul>