



## Property Control Areas of Responsibility

Name	Title	Phone	Email
<b>Ralph Kaster</b>	<b>Senior Director of Accounting</b>	<b>210-562-6230</b>	<a href="mailto:kaster@uthscsa.edu">kaster@uthscsa.edu</a>
Kit Ramzinski	Accounting Manager/Property Control Manager	210-562-6253	<a href="mailto:ramzinski@uthscsa.edu">ramzinski@uthscsa.edu</a>
Patricia Perez	Accounting Coordinator Intermediate	210-562-6243	<a href="mailto:perezp5@uthscsa.edu">perezp5@uthscsa.edu</a>
Bryan Flynn	Business Systems Analyst	210-562-6273	<a href="mailto:flynn@uthscsa.edu">flynn@uthscsa.edu</a>
Kaely Perez	Office Manager	210-562-6257	<a href="mailto:perezk2@uthscsa.edu">perezk2@uthscsa.edu</a>
<b>Annual Inventory</b>			
Patricia Perez	Accounting Coordinator Intermediate	210-562-6243	<a href="mailto:perezp5@uthscsa.edu">perezp5@uthscsa.edu</a>
Esther Avila	Property & Inventory Clerk - Senior	210-562-6242	<a href="mailto:avilaec@uthscsa.edu">avilaec@uthscsa.edu</a>
<b>Change of Chair</b>			
Kit Ramzinski	Accounting Manager/Property Control Manager	210-562-6253	<a href="mailto:ramzinski@uthscsa.edu">ramzinski@uthscsa.edu</a>
<b>Equipment to be Tagged, Detagged, or Retagged</b>			
Candelario Soliz	Property & Inventory Clerk	210-562-6230	<a href="mailto:solizc@uthscsa.edu">solizc@uthscsa.edu</a>
Marvin "Trey" Boubel	Property & Inventory Clerk	210-562-6244	<a href="mailto:boubelm@uthscsa.edu">boubelm@uthscsa.edu</a>
<b>Equipment Transfer Request</b>			
Marvin "Trey" Boubel	Property & Inventory Clerk	210-562-6244	<a href="mailto:boubelm@uthscsa.edu">boubelm@uthscsa.edu</a>
<b>Lost or Stolen</b>			
Esther Avila	Property & Inventory Clerk - Senior	210-562-6242	<a href="mailto:avilaec@uthscsa.edu">avilaec@uthscsa.edu</a>
<b>Plant Funds</b>			
			<a href="mailto:hsc-acctg-plant@uthscsa.edu">hsc-acctg-plant@uthscsa.edu</a>
Marcus Thompson	Accountant Intermediate	210-562-6241	
<b>Property Acquisitions</b>			
Patricia Perez	Accounting Coordinator Intermediate	210-562-6243	<a href="mailto:perezp5@uthscsa.edu">perezp5@uthscsa.edu</a>
<b>Property Deletion Forms (Deletion Request Excess/Surplus/Unserviceable Items)</b>			
Marvin "Trey" Boubel	Property & Inventory Clerk	210-562-6244	<a href="mailto:boubelm@uthscsa.edu">boubelm@uthscsa.edu</a>
<b>Property Removal Permits</b>			
Candelario Soliz	Property & Inventory Clerk	210-562-6230	<a href="mailto:solizc@uthscsa.edu">solizc@uthscsa.edu</a>
<b>Signature Authorization</b>			
Esther Avila	Property & Inventory Clerk - Senior	210-562-6242	<a href="mailto:avilaec@uthscsa.edu">avilaec@uthscsa.edu</a>
<b>Transfers Outside/Incoming University</b>			
Patricia Perez	Accounting Coordinator Intermediate	210-562-6243	<a href="mailto:perezp5@uthscsa.edu">perezp5@uthscsa.edu</a>
<b>Vehicle Title Registration</b>			
Patricia Perez	Accounting Coordinator Intermediate	210-562-6243	<a href="mailto:perezp5@uthscsa.edu">perezp5@uthscsa.edu</a>