

Department of Microbiology Administrative Information

Administrative Directory

Arlene Adair	Business Administrator	adaira@mail.med.upenn.edu
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Laurie Zimmerman	Assistant to the Chair	zimml@mail.med.upenn.edu

Departmental website: www.med.upenn.edu/micro

Who to ask...

Change of Address	Paige
Computer Repairs	Michael
Conference Room Schedules	Check website, Laurie
Copier Repairs	Office Staff
Equipment Repairs	Paul, clipboard in 225
Financial Reports	Tony, Arlene
Grant Proposals	Tony, Arlene
Happy Hour	Margaret
Hiring New Staff	Paige
Hiring Postdocs	Margaret
Information Technology	Michael
Mail, UPS	Patsy
Seminar Series'	Margaret
Payroll	Paige, Arlene
Purchasing	Paige, Patsy
Reimbursements	Paige
Web Site Issues	Laurie

Other Important Numbers

University Emergency	511
Accounts Payable	8-2626
Acquisition Services (Purchasing)	8-7216
FAX number, 225 Johnson Pav.	8-9557
Health Benefits	888-736-6236
Housekeeping/Facilities	8-8000
Johnson Pavilion, Front Desk	8-9822
Medical School Benefits	8-7993
Medical School Business Office	8-8836
Medical School Security	8-0669
Office of Research Services	8-7293
Transportation/Parking	8-8667
Tax Office	8-8967