

# Department of Microbiology Administrative Information

## Administrative Directory

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### Other Important Numbers

University Emergency 511

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

Department Website [www.med.upenn.edu/micro](http://www.med.upenn.edu/micro)

### *Who to Ask...*

Computer Repairs	Michael
Conference Room Schedules	Online, Laurie
Equipment Repairs, Mail	Paul
Financial Reports	Paige, Lourdes
Grant proposals	Lourdes
Hiring New Staff	Paige
Hiring Post-Docs	Margaret
Mail-UPS	Patsy, Paige
Seminar Series	Patsy
Notary	Margaret
Payroll	Paige
Purchasing	Patsy, Paige