

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

Website www.med.upenn.edu/micro

Who to Ask...

Computer Repairs	Michael
Conference Room Schedules	Online, Laurie
Copier Repairs	Office Staff
Equipment Repairs	Paul
Financial Reports	Tony
Grant proposals	Tony
Hiring New Staff	Paige
Hiring Post-Docs	Margaret
Information Technology	Michael
Mail-UPS	Patsy, Paige
Microbiology Seminar Series	Margaret
Notary	Margaret
Payroll	Paige
Petty Cash	Paige
Purchasing	Patsy, Paige
Reimbursements	Paige