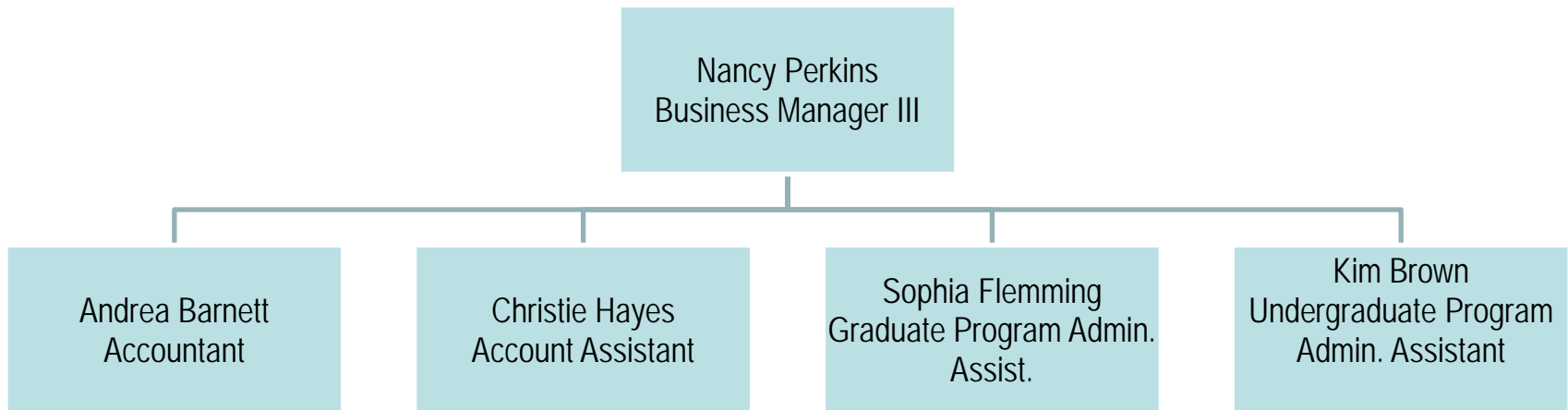


# Microbiology Office Staff



***Who do you see if you have a question about ....***

**Travel – Christie**  
**Purchase Orders – Christie**  
**Reimbursements - Christie**  
**Payroll or Pay Checks – Andrea or Nancy**  
**Mailing Packages or Campus Mail – Kim or Sophia**  
**Graduate School Forms – Sophia**  
**Mailboxes – Kim or Sophia**  
**Making Copies – Kim**  
**Laser Pointers – Andrea**  
**Scheduling the Conference Room – Sophia**  
**Registration – Nancy**  
**Permission of Department – Nancy**  
**Work Orders – Nancy**  
**Student Fees – Nancy**  
**Key Checkout-Andrea**

**Not on this list? See Sophia!**