Administrative Contacts

Physics Department Administrative Office

Room C-121, Physics-Astronomy Building (PAB)
Box 351560
Phone: 206-543-2770
Fax: 206-685-0635

Summer Hours:
Monday - Thursday: 8:00am - 5:00pm
Friday: 8:00am - NOON

Normal Hours:
Monday - Friday: 8:00am - 5:00pm

Closed Daily for Lunch 12:00-1:00pm

Student Services

Undergraduate Advisor – Margot Nims
Graduate Advisor – Catherine Provost
Program Coordinator – Paula Newcomer
PHYS 11x & 12x Program Support – Susan Miller

Faculty Appointments (Personnel, Visas)

Assistant to the Chair – Alison Alcoba

Fiscal

Budgets – Michael Kummer
Equipment Inventory – Huimei Wu
Equipment Surplus – Huimei Wu
Grants Management – Andrew Sattler
Grants (CENPA) - see https://www.npl.washington.edu/
Grants (Nuclear Theory Group) - Katie Hennessey
Grants (Proposals, Projections) - Jessica McDermott
Grant Budget Reconciliations - Sandy Chudler
Procurement Card (ProCard) - Alexis Hall
Purchasing – Huimei Wu
Technical Service Center Invoices - Sandy Chudler
Travel – Huimei Wu

Payroll (Paychecks, Time Sheets)
Payroll Coordinator - Angie Bosch

Room / Projector / Laptop Reservations

Staff Appointments (Hourly, Personnel, Temporary)
Administrator - Michael Kummer

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