

Welcome to **PRINCETON UNIVERSITY**
Department of Physics, Jadwin Hall – A Level

***Physics Purchasing, Loading Dock/Shipping & Receiving, Metal & General Stockrooms**

- Theodore H. Lewis, III, Purchasing & Logistics Manager; thlewis@princeton.edu – 609-258-4328

Purchasing - Room A18

- Lauren Callahan, Purchasing Administrator; lc2@princeton.edu – 609-258-4340

Send order requests to purchasing_phy@princeton.edu

Send all matters related to Purchasing & Accounts Payable to Ted and Lauren.

***Stockrooms – Metal & General and “cutting service” - Rooms A19 and A01**

- Ryan McGann, Interim Stockroom Technician; rm8222@princeton.edu – 609-258-4354

Self-checkout system is available in the general stockroom. Basic office supplies are available in the General Stockroom to members of the Physics Department only, at no cost. Materials in the Metal Stockroom can be cut to specification; advance notice highly recommended.

***Loading Dock, Shipping & Receiving - Room A21**

- Darryl Johnson, Logistics Coordinator; dally@princeton.edu – 609-258-4348
- Corbe Pale, Logistics Assistant; cp4855@princeton.edu – 609-258-2811

Deliveries and pickups are generally scheduled M-F between 9am and 3:30pm.

***Student Shop – Machinery, Equipment, and Instruction - Room A22** *Training required*

- Steve Lowe, Student Shop Coordinator/Instructor; slowe@princeton.edu – 609-258-4358

***Machine Shop – Fabrication - Room A13** *Design interpretation and fabrication*

- Glenn Atkinson, Master Instrument Maker; atkinson@princeton.edu – 609-258-5048
- Patrick Bradshaw, Senior Machinist; pbradshaw@princeton.edu – 609-258-4058
- Matthew Komor, Senior Machinist; mkomor@princeton.edu – 609-258-5048

***Technical Research Operations - Room A15** *Engineering, building systems & safety*

- Geoff Gettelfinger, Manager of Technical Research Operations; gettelf@princeton.edu – 609-258-4404

***Physics OIT - Room A17** *Computer consultation, new equipment, network & desk top issues, OIT resolutions*

- Martin Kicinski, IT Manager; kicinski@princeton.edu – 609-258-1586
- Mandeep Sidhu, Assistant Systems Administrator; mksidhu@princeton.edu – 609-258-2830
- Hongliang Zhou, Systems Administrator; h5303@princeton.edu – 609-258-7916
- Daniel Sigue, IT Support Specialist; daniel.sigue@princeton.edu – 609-258-9602

**You will need a chart string (i.e. funding source), given to you by your PI/BGO rep,
to request services or goods from these groups.*