

Biology Administrative Contacts

Activity	Detail	Person Responsible	Extension / Location
Keys	Complete the 'Keys and Card Access Form' form at http://web.science.mq.edu.au/intranet/facilities/	Ron Claassens	x 8417 / E7A 725
E8	Have the lab Manager sign off, then forward to Ron Claassens	Ron Claassens	x 8417 / E7A 725
The Hill	Have the lab Manager sign off, then forward to peter.schlegel@mq.edu.au who will obtain the appropriate approval then forward to Ron	Peter Schlegel	x 9241 / W19 E
	Return keys or report lost keys?	Ron Claassens	x 8417 / E7A 725
Car Management	Bookings are online at http://bio.mq.edu.au/support/fieldwork.php Bookings, keys & Car logs Keys in key safe - E8B & W21A	Tarun Rajan	x 9392 / E8A 105
HR	Fixed Term, continuing Appointments, Volunteers, Visitors, Occupational trainees, Honouraries	Laura McMillian	x 8226 / E8B 204
	Casual Academic & Professional appointments & Time sheets	Jennifer Rowland	x 6957 / E8B 206
Room Bookings HoD Signatures /HoD Diary Management	All room booking requests & appointments with HOD	Jennifer Rowland	x 6957 / E8B 206
Finance & Travel	ACADEMIC & PROFESSIONAL - Travel Bookings, Accommodation & Conference fees, Project Ledger account enquiries, claims, per diems, advances	Veronica Peralta	x 9235 / E8B 207
HDR Students	HDR STUDENTS - Budget submissions, queries & claims Travel Bookings, Accommodation & Conference fees, per diems, advances	Dr. Lara Ainley	x 4288 / E8B 207
Concur, Orders & Invoices	All fax orders including E8 Chemical orders Queries, payments etc	Hannah Woodrow Clark	x 4188 / E8B 207
iLearn / Units	Advanced iLearn / Units setup Queries and or assistance	Kath McClellan	x 8164 / E8B 224
Student Assistance	Transcripts, academic advice appointments, student assistance	Jennifer Rowland Vincenzo Repaci	x 6957 / E8B 206 x 8173 / E8B 206
Dept Budgets / Exams / Handbooks / dept	Academic queries, funding requests, Department Queries, Policies/Procedures, Executive administration	Sharyon O'Donnell	x 8179 / E8B 203
Deliveries	E8A store, Eastern Drive, Macquarie University NSW 2109 All deliveries must be marked to the receivers attention All deliveries must be delivered to the store.	Joe Gatt	x 8145 E8A store
The Hill	Deliveries will be made Mon, Wed and Fridays as required	Alejandro Morales	sci.bio- adm@mq.edu.au
Mail Distribution/ E8	The mail will be distributed daily into pigeon holes.	Alejandro Morales	sci.bio- adm@mq.edu.au
The Hill	The mail will be distributed daily if addressed to Building W21A. Other mail will be delivered Mon, Wed and Friday	Alejandro Morales Vincenzo Repaci	x 8173 / E8B 206
Kitchen & Stationary supplies E8	Kitchen supplies will be topped up once per fortnight or as required. Stationery requirements to be written on order form with account number	Kitchen: Alejandro Morales	sci.bio- adm@mq.edu.au
The Hill	Kitchen supplies will be topped up once per fortnight or as required. Stationery requirements to be written on order form with account number	Stationary: Hannah Woodrow Clark	x 4188 / E8B 207
Chemical orders E8	The process for ordering chemicals can be found at http://web.science.mq.edu.au/intranet/ohs/hazsub/ Once forms are completed & signed email them to	Hannah Woodrow Clark	x 4188 / E8B 206
The Hill			
Claims	Department Pool - email to sci.bio-adm@mq.edu.au	All Admin staff	E8B 206