I'm writing to notify everyone of changes for the Biology and Neuroscience office. To consolidate administrative functions, all of the Bio and Neuro support staff moved to Volen 206 as of early July, 2015. All of the non-finance functions that you are used to going to Bassine 119 (aka the "biology office") are moving to Volen. These include:

- Mail
- All key and swipe requests
- Time sheets - exempt and non-exempt
- Reimbursements
- Any Bassine building related problems, including autoclave and glass washer machine
- Projectors, adapters, laser pointers

The Bassine office that historically housed both the Biology front office and the Biology finance office now houses the Division of Science finance group, so if you have any financial questions you can take them to staff in Bassine 119.