

From: [Silverman, Celestine](#)
To: [SRBA-SCHOOLCENTER-L@LISTS.UPENN.EDU](#); [SRBA-CENTRALADMIN-L@LISTS.UPENN.EDU](#)
Subject: We've Moved!
Date: Wednesday, March 26, 2025 11:18:00 AM

The following message is being sent on behalf of Mark Mills in the Procurement Services Department:

Procurement Council –

FYI - this week we're officially moving and co-locating all functions within Procurement Services to the second floor/A-wing of 3401 Walnut. That means the AP/Disbursements team is moving out of the fourth floor of the Franklin Building, while the Contracting, Strategic Procurement, Travel, and Ops/Reporting teams are moving out of the 4th floor of 3401 Walnut.

The move is taking place this week and will be completed on Thursday. Our new address is:

3401 Walnut Street
Suite 221A
Philadelphia, PA 19104

Also, effective 4/1 office hours for Will Call check pick-up are as follows:

Tuesdays - 2-3 pm
Wednesdays - 9-11 am
Thursdays - 9-11 am

Remember, for Will Call check pick-up, you must show Penn ID.

Come visit us in our new space!

Mark

Mark E. Mills

Chief Procurement Officer
Division of Finance
University of Pennsylvania

3401 Walnut St., Suite 221A, Philadelphia PA 19104
215-898-1453

millsme@upenn.edu

www.upenn.edu/procurement