

Space Planning & Operations (SPO) Alcohol Service Center - New Website Ordering Research Alcohol QuickStart For Requesters

Perelman
SCHOOL OF MEDICINE
UNIVERSITY of PENNSYLVANIA

Space Planning & Operations

HOME > Alcohol for Research

Alcohol for Research

Alcohol Service Center

Location: Distribution Services, BRB II/III and Smilow Center for Translational Research (SCTR)
Operating Hours: Tuesdays & Fridays, 2 - 4 PM
Phone: 215-573-8100
Alcohol Coordinator: [Dr. Martin English](#)
Associate Director, Business Operations: [Dr. Alketa Ndoka](#)

[ORDER](#)

**New Pricing Effective November 2, 2022. See pricing table below*

Click [here](#) to sign up for Alcohol Service Center announcements regarding hours, pricing, availability, etc.
*You can also use this link to unsubscribe from the listserve

Due to the recent COVID-19 resurgence and supply-chain shortfalls, we are reinstating order limits as follows:

200 Proof Gallons - 1 case (4 gallons)
200 Proof Pints - 1 case (24 pints)
190 Proof Gallons - 1 case (4 gallons)
190 Proof 5-Gallon Pails - 1 pail
Smilow & SPO remain limited to 3 total gallons per order

Remember to print a copy of your pickup approval slip and bring it with you.
When you arrive, check in at the mailroom window at BRB or SCTR.
Please do not go directly to the alcohol storage room.



Ethyl Alcohol Storeroom - BRB II/III Loading Dock and Smilow Center for Translational Research (SCTR)
Contact Martin English 215-573-8100 or Alketa Ndoka 215-573-8854

You must fill out fields marked with an asterisk *

Department

*Department Name:

Where will this alcohol be stored once picked up:

*Building:

*Floor:

*Room #:

Requester

*First Name:

*Last Name:

*Phone:

*Email:

Department Approver

*First Name:

*Last Name:

*Phone:

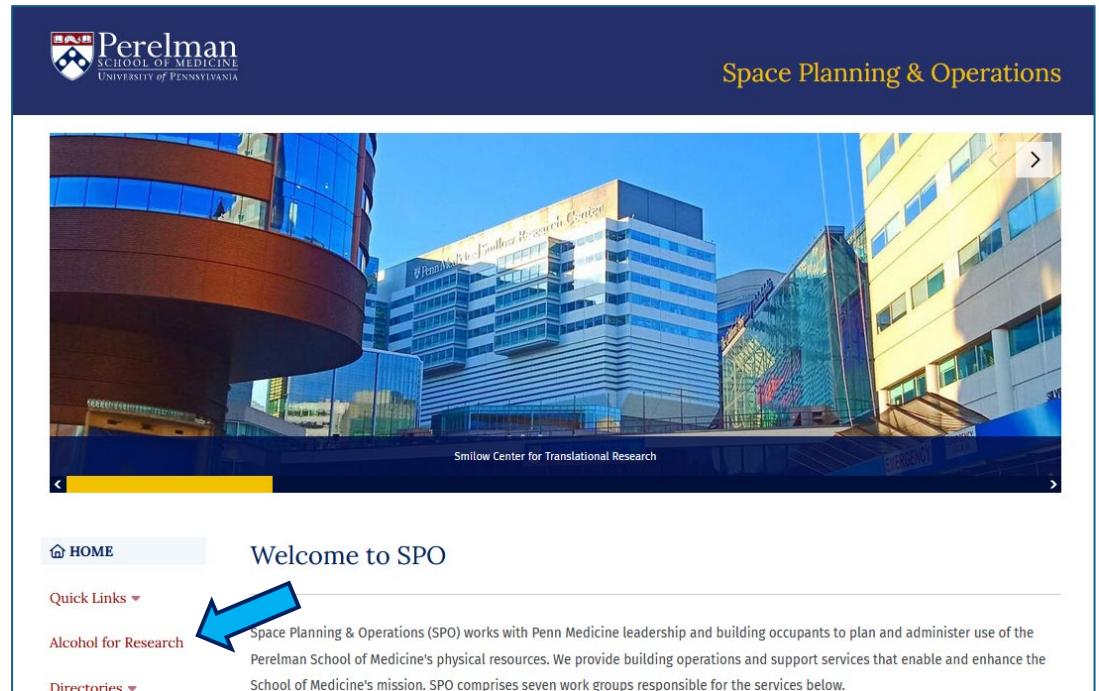
*Email:

[CONTINUE](#)

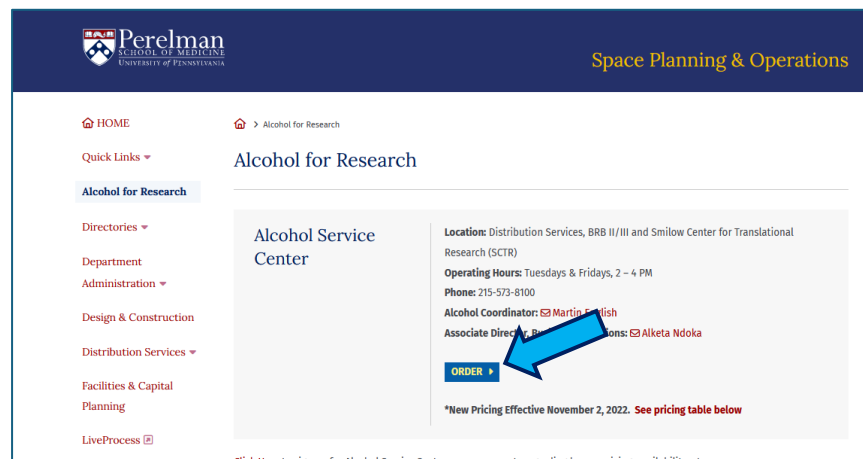
Important! Your alcohol order is not complete until you click "Submit" on the final page

Having issues with our website? [Contact Us](#)

- 1) Go to the SPO website:
<https://www.med.upenn.edu/spo/>
- 2) Click on “Alcohol for Research”



- 3) Click “Order” button



- 4) When prompted, enter your PennKey username and password

For PennKey issues, please contact PennKey support:

<https://pennkeysupport.upenn.edu/help>

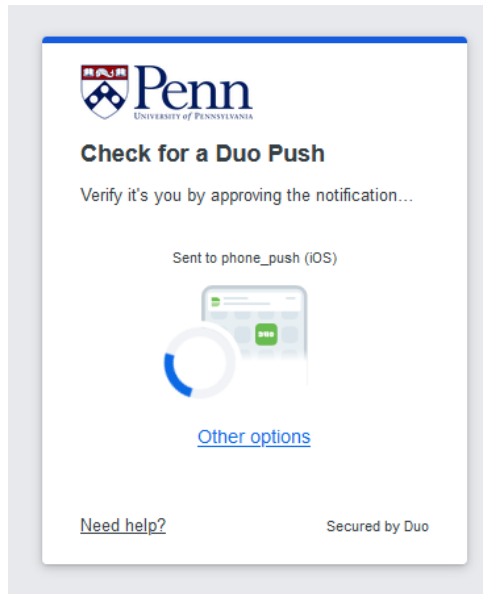


The login screen features the Penn University of Pennsylvania logo at the top. Below it, the heading "Log in with your PennKey" is centered. There are two input fields: "Username" and "Password". A blue "Log in" button is positioned below the password field. At the bottom, there are links for "Forgot username?", "Forgot password?", "Change my password", "Test my PennKey", and "Privacy policy".

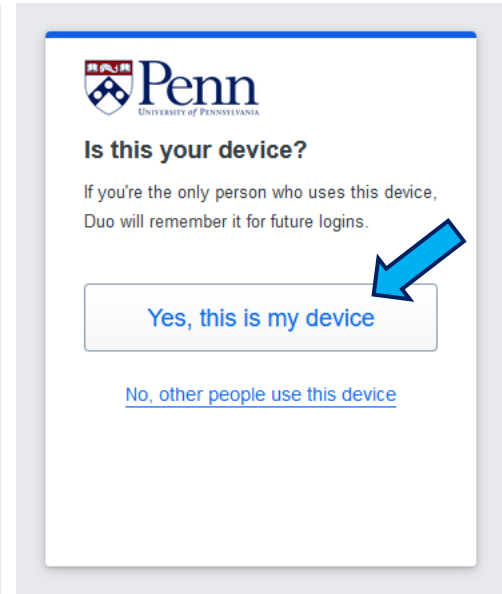
- 5) Approve the Two-Factor request

For issues with Two-Factor, please contact Two-Step support:

<https://upenn.edu/twostep>



The screen displays the Penn University of Pennsylvania logo. The heading "Check for a Duo Push" is centered, followed by the instruction "Verify it's you by approving the notification...". Below this, it says "Sent to phone_push (iOS)" and shows a graphic of a smartphone with a Duo notification. A circular progress indicator is shown to the left of the phone. At the bottom, there is a link for "Other options" and a "Need help?" link in the bottom left corner. The text "Secured by Duo" is in the bottom right corner.



The screen displays the Penn University of Pennsylvania logo. The heading "Is this your device?" is centered, followed by the text "If you're the only person who uses this device, Duo will remember it for future logins." Below this, there is a large blue button that says "Yes, this is my device". A blue arrow points to this button. At the bottom, there is a link for "No, other people use this device".

6) Fill out all fields on & click on the “Continue” button

Ethyl Alcohol Storeroom ~ BRB II/III Loading Dock and Smilow Center for Translational Research (SCTR)
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You must fill out fields marked with an asterisk “ * ”

Department

*Department Name:

Where will this alcohol be stored once picked up:

*Building:

*Floor:

*Room #:

Requester

*First Name:

*Last Name:

*Phone:

*Email:

Department Approver

*First Name:

*Last Name:

*Phone:

*Email:

CONTINUE

Important! Your alcohol order is not complete until you click "Submit" on the final page

Having issues with our website? [Contact Us](#)

Note: The Building field is a text/search. Start typing your building name and select your building. If your building is not listed, please use the “Contact Us” link at the bottom of the order form and provide your building name so we can add it to the list

*Building:

- 3020 MARKET STREET
- 3500 MARKET STREET
- 3711 MARKET STREET
- ANATOMY CHEMISTRY
- BIOMEDICAL RESEARCH BUILDING (BRB II/III)
- BLOCKLEY HALL

*First Name:

7) Continue filling out all fields on & click on the “Continue to Review Order” button

Order

Select Storage Location:

* Once picked up, where will you be storing this alcohol: ☐ SCTR / SPE ☒ Other

Description	Unit Price	Qty	Subtotal
GALLON 200 PROOF ETHYL ALCOHOL	\$35.50	<input type="text" value="1"/>	\$35.50
PINT 200 PROOF ETHYL ALCOHOL	\$6.00	<input type="text" value="1"/>	\$6.00
CASE (24 PINTS) 200 PROOF ETHYL ALCOHOL	\$144.00	<input type="text" value="1"/>	\$144.00
GALLON 190 PROOF ETHYL ALCOHOL	\$36.50	<input type="text" value="1"/>	\$36.50
PAIL (5 GALLONS) 190 PROOF ETHYL ALCOHOL	\$150.00	<input type="text" value="0"/>	\$0.00
Total:			\$222.00

*** Budget Code**

Format: ###-####-#-#####-####-####
Journals will post to object code '5229' or '1520'

CNAC	ORG	BUD CTRL	FUND	OBJ	PROG	CREF
<input type="text" value="111"/>	<input type="text" value="1111"/>	<input type="text" value="1"/>	<input type="text" value="111111"/>	<input type="text" value="5229"/>	<input type="text" value="1111"/>	<input type="text" value="1111"/>

[< Back](#)

[CONTINUE TO REVIEW ORDER](#)

Reminder: Your alcohol order is not complete until you click "Submit" on the final page

Having issues with our website? [Contact Us](#)

Due to EHRS & Fire storage regulations, orders at SCTR & SPE are limited to three(3) total gallons per order. If you receive this error, click the “Close” button and adjust your order quantities within the three(3) gallon limit

**Note: if you select “Other” and your location is in either of these buildings, SPO will reject your order*

EHRS & Fire Safety storage regulations prohibit orders over 3 total gallons at SCTR or SPE.
 Click Close to return to order form.

[CLOSE](#)

- 8) Review your order for any changes. If you need to make any changes, click “Back.” To submit your order, enter your initials and click the “Submit” button

Please review your alcohol order below and “Submit” to place order

Department

SPACE PLANNING & OPERATIONS

Building:

ANATOMY CHEMISTRY

Floor:

3

Room #:

335

Storage Location:

OTHER

Requester

Name:

JOE REQUESTER

Email:

JOE-REQUESTER@PENNMEDICINE.UPENN.EDU

Phone:

215-111-1111

Department Approver

Name:

MARY APPROVER

Email:

MARY-APPROVER@PENNMEDICINE.UPENN.EDU

Phone:

215-222-2222

Budget Code

111-1111-1-111111-5229-1111-1111 Journals will post to object code '5229' or '1520'

If the information above is correct, please click “SUBMIT” to place your order. To make corrections, please click your browser’s “back” button

Order

Description	Unit Price	Qty	Subtotal
GALLON 200 PROOF ETHYL ALCOHOL	\$35.50	1	\$35.50
PINT 200 PROOF ETHYL ALCOHOL	\$6.00	1	\$6.00
CASE (24 PINTS) 200 PROOF ETHYL ALCOHOL	\$144.00	1	\$144.00
GALLON 190 PROOF ETHYL ALCOHOL	\$36.50	1	\$36.50
PAIL (5 GALLONS) 190 PROOF ETHYL ALCOHOL	\$150.00	1	\$150.00
Total:			\$372.00

If you accept this cost
Initial here

JR

[< Back](#)

SUBMIT

- 9) Once you submit your order, you will be taken to a "Success" page. Our system will send an email to your Department Approver alerting them to approve your order. If they do not approve the order within 30 days, it will be cancelled in our system and you will need to place a new order. They will receive a reminder at 20 days

Success! You have SUBMITTED order number 30230

Once your Department Approver has approved, and our staff have completed a final review, we will send you an approval for pickup

Department

SPACE PLANNING & OPERATIONS

Building:

ANATOMY CHEMISTRY

Floor:

3

Room #:

335

Storage Location:

OTHER

Requester

Name:

JOE REQUESTER

Email:

JOE-REQUESTER@PENNMEDICINE.UPENN.EDU

Phone:

215-111-1111

Department Approver

Name:

MARY APPROVER

Email:

MARY-APPROVER@PENNMEDICINE.UPENN.EDU

Phone:

215-222-2222

Budget Code

111-1111-1-111111-5229-1111-1111 Journals will post to object code '5229' or '1520'

Requester's Initials:

JR

Order

Description	Unit Price	Qty	Subt
GALLON 200 PROOF ETHYL ALCOHOL	\$35.50	1	\$35.
PINT 200 PROOF ETHYL ALCOHOL	\$6.00	1	\$6.
CASE (24 PINTS) 200 PROOF ETHYL ALCOHOL	\$144.00	1	\$144.
GALLON 190 PROOF ETHYL ALCOHOL	\$36.50	1	\$36.
PAIL (5 GALLONS) 190 PROOF ETHYL ALCOHOL	\$150.00	0	\$0.
Total:			\$222.

CLOSE

GO HOME

Alcohol is distributed every Tuesday and Friday from 2:00pm to 4:00pm.

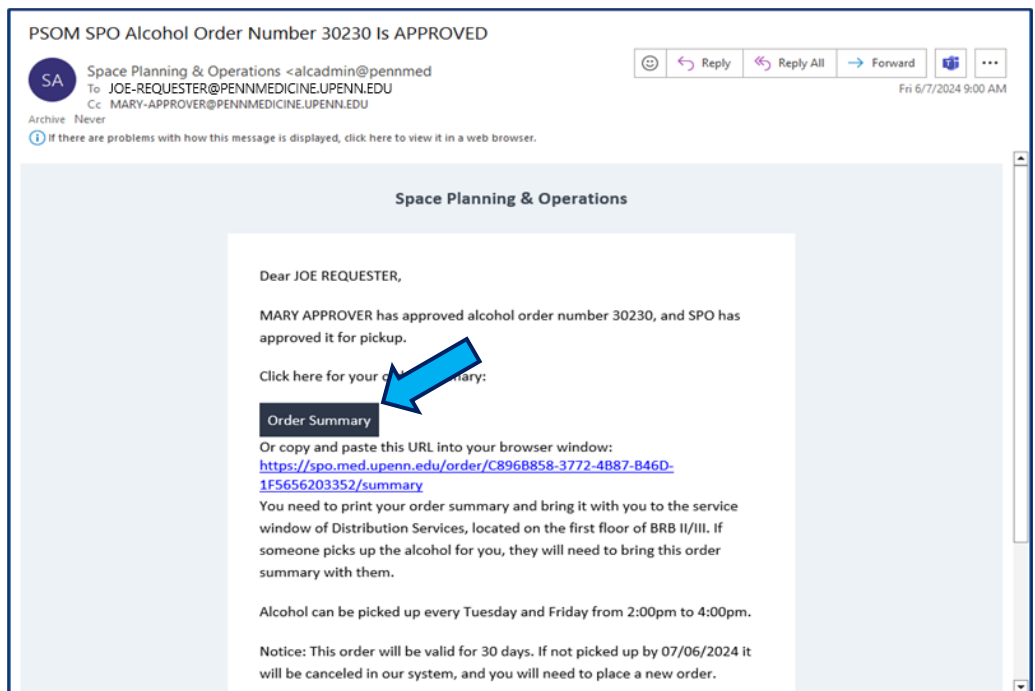
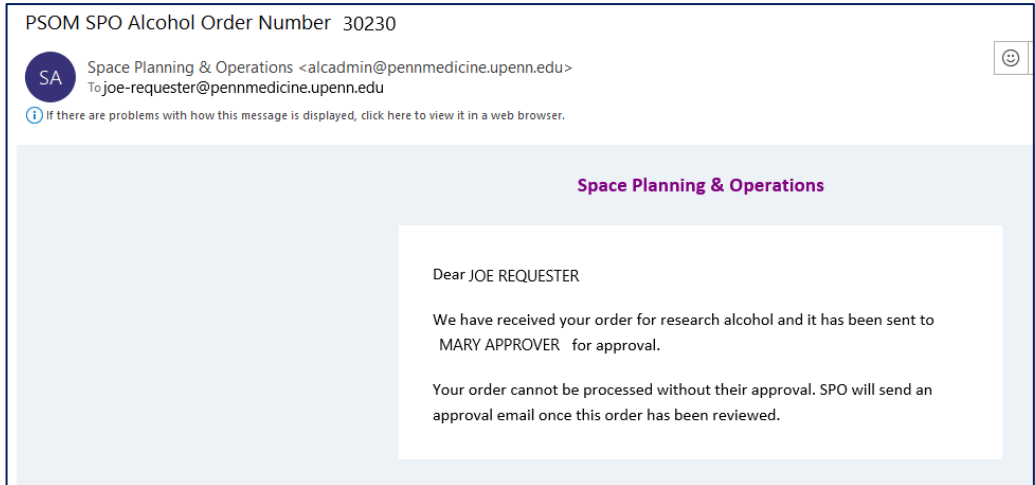
Your Department Approver will receive an email to confirm this order. Once we receive their approval, our staff will complete a final review, approval, and send your pickup slip.

If you have any questions, contact Martin English 215-573-8100 or Alketa Ndoka 215-573-8854.


You will receive a confirmation email that we have received your order that contains your order number. Please note your number in case you have and issues with your order. You will receive notification once your order has been approved by your Department Approver & SPO

If your Department Approver does not approve your order within 30 days, our system will automatically notify you that your order has been cancelled and you will need to resubmit a new order

10) Once your order has been approved for pickup, you will receive a pickup email. Click on the "Order Summary" button or copy/paste the URL into your browser to retrieve your pickup slip



11) Click on the “Print for Pickup” Button


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SPACE PLANNING & OPERATIONS

PSOM SPO Alcohol Order Number 30230 is Approved for Pickup


Please print this pickup approval slip and bring it with you to the service window of Distribution Services, located on the first floor of BRB II/III. If someone picks up the alcohol for you, they will need to bring a copy of the pickup approval slip with them.

Department:		SPACE PLANNING & OPERATIONS	
Building:	Floor:	Room Number:	Storage Location:
ANATOMY CHEMISTRY	3	335	OTHER
Requester:		JOE REQUESTER	
Email:		Phone:	
MARPHI@PENNMEDICINE.UPENN.EDU		215-111-1111	
Department Approver:		MARY APPROVER	
Email:		Phone:	
MARY-APPROVER@PENNMEDICINE.UPENN.EDU		215-222-2222	
Budget Code:		111-1111-1-111111-5229-1111-1111	

Order
This order will be valid for 30 days. If not picked up by 07/06/2024 it will be canceled in our system, and you will need to place a new order.

Description	Unit Price	Quantity	Subtotal
GALLON 200 PROOF ETHYL ALCOHOL	\$35.50	1	\$35.50
PINT 200 PROOF ETHYL ALCOHOL	\$6.00	1	\$6.00
CASE (24 PINTS) 200 PROOF ETHYL ALCOHOL	\$144.00	1	\$144.00
GALLON 190 PROOF ETHYL ALCOHOL	\$36.50	1	\$36.50
PAIL (5 GALLONS) 190 PROOF ETHYL ALCOHOL	\$150.00	0	\$0.00
Total:			\$222.00

Alcohol is distributed every Tuesday and Friday from 2:00pm to 4:00pm. If you have any questions, contact Martin English 215-573-8100 or Alketa Ndoka 215-573-8854.



PRINT FOR PICKUP

Having issues with our website? [Contact Us](#)


12) Your pickup slip will open in Adobe PDF. Print your slip and bring to the Alcohol Service Center to pick up your order

30230-pickup.pdf - Adobe Acrobat Pro (64-bit)

File Edit View E-Sign Window Help

Home Tools 30230-pickup.pdf x

1 / 1 71%


 Space Planning & Operations

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Department:		SPACE PLANNING & OPERATIONS	
Building:	Floor:	Room Number:	Storage Location:
ANATOMY CHEMISTRY	3	335	OTHER
Requester:		JOE REQUESTER	
Email:		Phone:	
JOE-REQUESTER@PENNMEDICINE.UPENN.EDU		215-111-1111	
Department Approver:		MARY APPROVER	
Email:		Phone:	
MARY-APPROVER@PENNMEDICINE.UPENN.EDU		215-222-2222	
Budget Code:		111-1111-1-111111-5229-1111-1111	

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