

## Human Resources: Stockroom, Supplies & Equipment

The Stockroom operation exists to serve the scientific and marine needs of the WHOI community.

- Located 1st floor Smith Bldg. (room 114) in the Village.
- Phone: (508) 289-2282 Fax: (508) 457-2109
- Hours of Operation: Monday - Friday 8AM to 4 PM (except Tuesday, closing @ 3:15PM )
- Email [stockroom@whoi.edu](mailto:stockroom@whoi.edu)
- Shop in person, online , or fax orders. You will need your employee number (on your ID), a charge number (not your phone code), and signature.
- Inventory available online [poquery@whoi.edu](mailto:poquery@whoi.edu)
- Office Supplies: Non-emergency, next-day, desktop delivery through WB Mason. More information can be found on the [Procurement website](#).
- Personal purchases are allowed (include a 20% markup). Make personal purchases of WHOI clothing and gift items through [Ocean Science Exhibit Center and Gift Shop](#).

» [Visit the Stockroom website for more information](#)

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Problems or questions about the site, please contact [webdev@whoi.edu](mailto:webdev@whoi.edu)