

Accounts Payable Window Moves to 2 Whitney Grove on November 1st

Accounts Payable, and all of Procurement will move to 25 Science Park in mid-November, 2008. In anticipation of this move, **starting on November 1st, the location of the Accounts Payable drop-off and pick-up window will move to 2 Whitney Grove (the Treasury Services window on the first floor)**

- The window at 2 Whitney Grove is to be used for all pick up and drop off of Accounts Payable transactions.
- Accounts Payable staff will not be located at 2 Whitney Grove
- Accounts Payable Customer Service inquiries should be directed to (203) 432-5394 or to aphelpdesk@yale.edu.
- Telephones will be available at 2 Whitney Grove should you need to call A/P for assistance.
- A/P transactions will be couriered between Treasury Services and Accounts Payable
- Hours of Operation: Monday through Friday 8:30 AM to 4:00 PM
- This change applies to window service only—A/P staff will move from 155 Whitney to 25 Science Park in mid-November

Please share this information with all who use Accounts Payable Services

Check the Procurement website for updates: <http://www.yale.edu/procurement>

Please direct questions to aphelpdesk@yale.edu