

Yale University Procurement moves to 25 Science Park on November 14th

Yale University Procurement is moving! Here is what you need to know about our move to keep business running smoothly:

When are we moving?

We will begin our transition to our new home on Friday, November 14th and you will find us officially located at 25 Science Park beginning on Monday, November 17th.

What units are included in the Procurement Department move?

All Procurement units are moving including: Accounts Payable Services, Electronic Commerce Services (P-Card, EMS, VIP), Purchasing Services, Vendor Compliance, as well as our systems and communications/training teams.

What address and phone numbers should you use to reach us?

Our mailing addresses and phone numbers will stay the same:

Campus Mail should be addressed to “25 SP, 5th floor, [name of unit]”

Yale University Accounts Payable Services
P.O. Box 208228
New Haven, CT 06520
(203) 432-5394

Yale University Purchasing Services
P.O. Box 208223
New Haven, CT 06520
(203) 432-9955

Will there be any disruptions to operations during the move?

We anticipate that there may be a slight disruption to our services and ask for your patience as we settle into our new location. We expect to be operating as usual by Monday afternoon.

What will happen to the Accounts Payable customer service window?

As previously announced, the Accounts Payable window moved to 2 Whitney Grove earlier this month. For details, go to:
<http://www.yale.edu/procurement/news/bmmn/documents/AccountsPayableWindowMovesto2WhitneyGroveonNovember1st.pdf>

How do I get to 25 Science Park?

If you are visiting our new location for a meeting or another matter, go to <http://business.yale.edu/map/> and search on '25 Science Park'. We have a limited number of visitor parking spots in 'Lot K' behind the building on the Winchester Avenue side of the parking lot and there is also ample street parking close to the building. Alternatively, we encourage you to use the new Yale shuttle 'red' line if you are a Yale staff member. If you prefer to visit us on bike or foot, a section of the Farmington Canal has been restored as a beautiful greenway trail. The Canal is accessible from Hillhouse Avenue next to Mason Lab and runs close to our new offices at Science Park. The canal path is visible in the Yale map at the web site above.

Please share this with those in your department who may have interactions with Procurement such as purchase orders, check requests, invoices, vendor set up requests, EMS and P-Card transactions.

Should you have questions about our move, please contact us at procurement@yale.edu.