

**Recurring Payments on Leases Deadline 6/26/2009**

If you have not already done so, please submit hard copies of any new lease agreements or extensions to Accounts Payable, Attn: Monsi Wooten by **June 26, 2009**. Be sure to include the Vendor Name, Monthly Amount, Term of Lease and Validated Charging Instructions for FY09/10. **Please note that lease agreements not received in Accounts Payable by June 26th will not generate a payment on July 1st.**

If you are aware of any staff that handles lease agreements, we would appreciate your passing this message along to the appropriate individuals. Please feel free to contact [monsi.wooten@yale.edu](mailto:monsi.wooten@yale.edu) with any questions.