

## Financial Services Offices Closure

All Financial Services Offices will be closed for a staff appreciation event on Monday, December 10th, 2012, from 7:30 a.m. to 10:30 a.m. Offices to be closed include, but are not limited to:

- Bursar's Office
- CatCard Office
- Payroll (staff will be available the week prior to this payroll week and at 10:30 following the event)
- Accounts Payable
- Capital Finance
- Compliance & Internal Control
- Financial Management
- Tax Services
- Travel
- Initiatives & Outreach
- Budget Office
- FSO IT Office
- Procurement & Contracting Services including Postal Services and Records Management (delivery schedules will be adjusted on this day)

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**Source URL:** <https://uaatwork.arizona.edu/uannounce/financial-services-offices-closure>