



## THE UNIVERSITY AT ALBANY FOUNDATION

To: All UAF Account Managers and Additional Signatories

The University at Albany Foundation will be performing an extensive update to its general ledger accounting and gift processing software. The update is scheduled for Friday, December 11, 2009 at 4:00 p.m. until January 4, 2010. During this time period, the Foundation will ***not*** be able to issue checks. The foundation will issue checks on December 11, 2009 and will not be issuing checks again until January 8, 2010. If there are invoices that need to be paid, **please submit them to the Foundation by Tuesday, December 8, 2009**, for inclusion in the December 11, 2009 check run. Disbursement requests for checks being issued on January 8, 2010 can be submitted to the Foundation at anytime during this shutdown period. If you have any vendors expecting payment, we suggest that they be contacted and made aware of our anticipated payment schedule.

Thank you for your cooperation. If you have any questions, please contact the Foundation office.

The University at Albany Foundation