



# Brandeis University

Office of the Treasurer  
Student Union Government  
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**TO:** All Club Leaders

**FROM:** Choon Woo Ha, Student Union Treasurer

**SUBJECT:** Treasury Offices Transfer

**DATE:** Thursday, March 13, 2008

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In pursuant to a campus-wide e-mail sent by Peter French (Executive Vice-President and Chief Operating Officer) a few days ago, I would like to remind you once again on the transfer of treasury offices in Bernstein-Marcus to an off-campus site in Turner street.

This move of treasury offices will include Accounts Payable, Payroll, Sponsored Programs Accounting, General Accounting, Financial Systems and Treasury Services. They will begin their move beginning this Friday, March 14.

This move will affect the timeline of financial transactions of clubs in some ways. Most evidently, we may experience a little delay in complete executions of financial transactions. This is true especially for next week, which is going to be a transitional period for those offices.

However, I would like to ensure all club leaders that the 24-hour initiation is still in effect. All forms dropped off in the Student Union office will be reviewed, recorded, and sent out to respective departments within 24 hours.

If you have any questions, please feel free to contact me at [treasurer@brandeis.edu](mailto:treasurer@brandeis.edu).