



March 31, 2008

TO: Divisional Business Representatives
FROM: Al Benzschawel, Accounting Services and Mike Hardiman, Purchasing Services
SUBJ: Changes in the Emergency Transaction (ET) and Check Pick Up Processes

As a result of re-examining our processes since moving to 21 N. Park and increased SFS functionality, we are making some changes to the Emergency Transaction Process and location of check pick ups. These changes are effective April 14, 2008.

- Emergency Transactions will no longer be dropped off at Suite 6101 by 10:00 a.m. The new process requires drop off of requests by 9:00 a.m. in Suite 5301, 21 N. Park Street.
- ET checks may now be picked up the next day between the expanded hours of 9:00 a.m. to 11:45 a.m. and 12:30 p.m. and 4:00 p.m. in Suite 5301, 21 N. Park Street.
- The location for non-ET checks identified for pick-up continues to be Suite 5301, 21 N. Park Street and will also be between the hours of 9:00 a.m. and 11:45 a.m. and 12:30 p.m. and 4:00 p.m.
- The revised Emergency Transaction Request form, instructions, and How To document will be available on the Accounting Services website starting April 14.

We hope you will find these changes to be an improvement in our services.

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ACCOUNTING SERVICES

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