VPCFO Office Moves & Winter Shut Down

Sarah Chavez
VPCFO Training & Communications
Office Moves
Bursar

- Future location: Showers Building

- Impact:
  - Students should be directed to Student Central at scu@iu.edu or 408 N Union St, 47405.
  - Student payment may be made online or sent to:
    PO Box 6448
    Bloomington, IN 47407
  - Departments should follow SOP 1.0 Departmental Deposits and use Accountable Mail to submit checks.
    - There is no drop box for deposits in person.

- When?
  - Check procedures outlined above began November 5.
Accounts Payable

• Future location: Showers Building

• Impact:
  • Refund check address. Starting November 8 refund checks should be sent to:
    Indiana University Accounts Payable
    Attn: Refunds
    501 N Morton St.
    Bloomington, IN 47404
  • Special Handling check pickup
    • Starting November 15, special handling pickup will begin.

• When?
  • November 8. Check printing and pickup may be slower than usual.
UCO Customer Service

• Future location: Music Practice Building

• Impact:
  • Check pickup:
    • Payroll checks/paycards
    • Special Handling checks
    • Returned checks
  • International tax document drop off

• When?
  • Team will be in the new location starting the week of November 15.
  • Until then, use the UCO Contact Form to coordinate service.
    • Office visits are by appointment only until further notice.
Music Practice Address: 1024 E 3rd St, 47405
Winter Shut Down
Winter Shut Down

• Most VPCFO division offices will be closed starting December 24 and returning to regular operations January 3.

• Some functions will be open with limited staff.
  • Example: a skeleton Payroll crew will be available to process December payrolls.

• An announcement with these details will be sent to the Travel, BUY.IU, and FO Update mailing lists in early December.
## Contact During Shut Down

<table>
<thead>
<tr>
<th>Unit</th>
<th>Department</th>
<th>Contact</th>
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<tbody>
<tr>
<td>Procurement Services</td>
<td>Accounts Payable&lt;br&gt;P-Card&lt;br&gt;Purchasing&lt;br&gt;Supplier Data Management</td>
<td>Purchasing, AP, P-Card, and SDM Support Form</td>
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<tr>
<td></td>
<td>Travel Management Services</td>
<td><a href="mailto:travel@iu.edu">travel@iu.edu</a></td>
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<td>Office of the University Controller</td>
<td>Customer Service and all other UCO areas</td>
<td>UCO Contact Form</td>
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<td>Treasury</td>
<td>Treasury Operations</td>
<td><a href="mailto:treasury@iu.edu">treasury@iu.edu</a></td>
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<td>University Bursar</td>
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<td><a href="mailto:estc@iu.edu">estc@iu.edu</a></td>
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Thank you!

Questions?