



## RIAS PROCURE-TO-PAY NOTICE

December 12, 2003

The attached memorandum contains important and useful information to users of the RIAS "Procure-to-Pay" system. Please read and retain this memorandum for future reference.

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### **System Availability Notification for December 24, 2003 - January 5, 2004**

The RIAS application will be unavailable during the holiday break. The system will be shutdown from December 24th at 7:00 PM and will be available again on January 5th at 7:00 AM. Procedures for emergency ordering can be found in the Purchasing Guidelines available at [http://procure.rutgers.edu/fs\\_guide.html](http://procure.rutgers.edu/fs_guide.html)

We wish you a safe and happy holiday season!