



RIAS PROCURE-TO-PAY NOTICE

December 19, 2005 #2

Description: Updating Campus Address Information as it relates to RIAS

This notice is to add to the "Updating Campus Information" message dated December 16, 2005 sent by Sandra L. Russell, Associate Vice President for Human Resources.

It is important to update your building "and room" number since it is what generates your campus mailing address in the online and printed directories as well as the "Deliver To" address in Internet Procurement. This information also appears in the "Ship To" area on the purchase orders and is critical it is to ensure efficient delivery of goods and services.

Please take this time to check your current ADR record online at <https://www.acs.rutgers.edu/facaddupdt> to update date your building **and room number** in addition the the other CAMPUS information listed in the December 16, 2005 message by January 13, 2006.

Date: December 19, 2005

Time: 12:25 pm