



RELOCATION NOTICE OF ORS ACCOUNTING SECTIONS

After years of planning, the ORS Accounting Office located at UH Manoa Sakamaki C-200 will be retrofitted to address the structural issues surrounding the overload of the current filing system along with the lack of functional and filing space due to the increase in staff.

This is scheduled to take place from December 2008 through January 2009. During this period, the accounting staff will be relocated as follows:

Effective Immediately:

ORS Projects Financial Services Staff will be located at Biomed T210.

Effective Monday, December 15, 2008:

ORS Projects Fiscal Accounting Section will be divided between Biomed T210 and Manoa Marketplace (off-campus).

Phone/Fax/Email: Remains the same - will not be affected by the relocation.

Mail Delivery: To Sakamaki D-200

Mail Pick-Up at Sakamaki C-200: Will cease as of Friday, December 5.

Mail will be forwarded via Campus Mail until further notice.

ORS Accounting will make every effort to ensure continued service with minimal down time to our operations during this period.

Thank you for your support and understanding.

Janis Morita & Joanne Yama
UH Office of Research Services
Accounting Sections