

# MEMORANDUM

Date: July 6, 2017

To: The University Community

From: Tammy Aument-Martin  
Budget Director

Re: SAP Unavailability

On Friday, July 28th 2017, SAP will be unavailable to the campus community beginning at noon and continuing until Monday, July 31st at 8 a.m.

As part of our year-end close process, there will be no access allowed to the system during this timeframe so that we can complete the encumbrance roll forward.

If you have any questions, please contact the Budget Office at X4091.

Thank you in advance for your cooperation.