



Computing & Networking Services

112 Bryant Hall
PO Box 112050
Gainesville, FL 32611-2050
352-392-2061
352-392-9440 Fax

July 1, 2009

To all CNS External Wallplate Customers:

Fiscal Year-End Closing procedures require attention to certain items. The following items will help smooth the transition to the new fiscal year, and to prevent a STOPPAGE IN SERVICE. Please be advised of the following:

1. Please make sure that we have two contact people to receive electronic billings. We do not provide paper copies of invoices, an e-mail is sent electronically each month to the provided contacts to let you know your invoices are ready to review. If you need to check or change this information please request this via e-mail to cnsbill@cns.ufl.edu
2. Please make sure the status of your account is current (No outstanding invoices). If the customer number is not current this may delay new services requested.
3. The customer is responsible for all charges until CNS is informed in writing to close an account. Please direct all wall plate port questions to Todd Hester at 392-2341 or email thester@ufl.edu.
4. If you have any other problems or questions, please contact the CNS Accounting Office at 273-1318.