

# The Controller's Office is Moving!

Please take note of the following office closures and move dates for our office staff including:

Accounts Payable  
Capital Asset Accounting  
General Accounting  
Investment Accounting  
Payroll Office  
Tax Office

**Mon. Feb 19<sup>th</sup>**

Payroll Office open as usual at **524 Brodhead Avenue**.

Other Controller's Office areas open at 524 Brodhead Avenue with limited service (including paperwork drop off and check pick-up) **until noon**.

**Tue. Feb 20<sup>th</sup>**

Controller's Office, including Payroll Office, **CLOSED**.

Call Ann Marie at extension 83180 if there is an urgent matter that cannot wait until February 21<sup>st</sup>.

**Wed. Feb 21<sup>st</sup>**

Payroll Office is open at **524 Brodhead Avenue** but walk-ins are by appointment only. Please call 82900 to schedule an appointment.

Payroll paperwork can be dropped-off through mail slot at 524 Brodhead Ave.

All other areas in Controller's Office will open for limited service (including paperwork drop off and check pick-up) **from noon – 4:45 at our new office located at 306 S. New Street, Suite 451**.

**Thurs. Feb 22<sup>nd</sup> -**

**Tues. Feb. 27<sup>th</sup>**

Payroll Office is open at **524 Brodhead Avenue** but walk-ins are by appointment only. Please call 82900 to schedule an appointment.

Paperwork can be dropped-off through mail slot at 524 Brodhead Ave.

All other areas in Controller's Office open for service **8:15 a.m. – 4:45 p.m. at 306 S. New Street, Suite 451**.

**Wed. Feb 28<sup>th</sup> and  
Thurs. March 1st**

**Payroll Office CLOSED**- Payroll paperwork can be dropped off at **306 S. New Street, Suite 451**.

All other Controller's Office areas are open for services 8:15 – 4:45 at **306 W. New Street, Suite 451**.

**Fri. March 2<sup>nd</sup>**

Payroll Office reopens at noon at **306 S. New Street, Suite 464**.

**For security purposes, whenever visiting our new 306 S. New Street location, please always bring your Lehigh ID card with you**