

**Date:** November 14, 2008  
**To:** All Student Sponsoring Agencies  
**From:** Liz Benson, Agency Coordinator  
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208-282-4701 or 4725 (faxes)  
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**RE:** Semester Break Closure 2008

**Idaho State University will be closed the following Business Days:**

<b>Thursday</b>	<b>12/25/08</b>	<b>Friday</b>	<b>12/26/08</b>
<b>Monday</b>	<b>12/29/08</b>	<b>Tuesday</b>	<b>12/30/08</b>
<b>Wednesday</b>	<b>12/31/08</b>	<b>Thursday</b>	<b>01/01/09</b>
<b>Friday</b>	<b>01/02/09</b>		

**Reason:** To implement cost savings low energy usage campus wide during the above dates.

**Agency Authorizations Due: FRIDAY, 12/19/08.**

**Reason:** Student signature on TranPay due as follows:

**Signed TranPay documents must be in Cashiers Office by:**

<b>Wednesday</b>	<b>12/24/08: In Person</b>
<b>Wednesday</b>	<b>12/31/08: By Mail</b>
<b>Wednesday</b>	<b>12/31/08: Faxed 282-4701</b>

**PRIORITY TranPay Processing Day: Friday, 1/2/2009**

**FAX Number only during Fee Payment in the Pond Student Union: 208-282-4600**  
**Monday, 1/05/09 to Monday, 1/12/09**

**First day of classes:**  
**Monday, 1/12/2009**

**See: [www.isu.edu/finserv/agencyinfo.shtml](http://www.isu.edu/finserv/agencyinfo.shtml)**  
**For Spring Semester information**