

Date: November 30, 2009

To: All Student Sponsoring Agencies

From: Liz Benson, Agency Coordinator
208-282-4122 (phone)
208-282-4701 or 4725 (faxes)
benslizb@isu.edu

RE: Semester Break Closure December 2009

Idaho State University will be closed Thursday, December 24, 2009 through Sunday, January 3, 2010.

Agency Authorizations Due: FRIDAY, 12/18/2009.

Reason: Student signature on TranPay due as follows:

Signed TranPay documents must be in Cashiers Office by:

Wednesday	12/23/2009: In Person
Wednesday	12/30/2009: By Mail
Wednesday	12/30/2009: Faxed 282-4701

PRIORITY TranPay Processing Day: Saturday, 1/2/2010

FAX Number only during Fee Payment in the Pond Student Union: 208-282-4600
Monday, 1/04/2010 to Monday, 1/11/2010

First day of classes:
Monday, 1/11/2010

See: www.isu.edu/finserv/agencyinfo.shtml
For Spring Semester information