

**Chico State Enterprises Announcements**  
**Temporary Office Closure and Office Relocations at 25 Main Street**  
**July 3, 2019**

Some of our offices are changing locations to support our transition to Chico State Enterprises. The Accounting and Sponsored Programs offices will be closing Thursday, July 11<sup>th</sup> at noon and reopening on Monday, July 15<sup>th</sup> at 11:00 am to allow our Chico State Enterprises staff time to move and settle. Human Resources and Payroll are not moving and will remain open.

Paperwork may still be dropped off, but be advised that some staff may be unavailable and the cash desk will be closed during this time. We will be updating our signage at 25 Main Street, and please see the summary of location changes for our offices:

<b>Office</b>	<b>Old Location</b>	<b>New Location</b>
Sponsored Programs Proposal Development and Contracts	Suite 103	Suite 203
Accounting (including cash desk)	Suites 203 & 205	Suite 103
Human Resources and Payroll	Suite 206	

Thank you.