



Dear Valued Supplier:

On May 11th 2015, Procurement Services moved to a new location at 4300 Roosevelt Way NE, Seattle, WA.

With this move there will be very few changes impacting you. Please take a moment to update our information to reflect these important changes:

- **Please note the change in our Billing address:**

University of Washington
Attn: Accounts Payable
4300 Roosevelt Way NE
Seattle, WA 98105

- All other mailed correspondence should be directed to:

Procurement Services Department
University of Washington
UW Campus Box 354967
4300 Roosevelt Way NE
Seattle, WA 98195

The information you have on file for any direct Procurement Services personnel has not changed. Contact phone numbers & email addresses remain the same.

Should you have any questions, please contact the Procurement Customer Service team by phone or email:

- Procurement Customer Service Phone: 206-543-4500
- Procurement Customer Service Email: pcshelp@uw.edu

Thank you,
University of Washington Procurement Services