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TODAY

TOMORROW

SUNDAY

- [Western New York Team Penning](#)

Office Closings

Due to staff training, the Business, Procurement, Sponsored Research Administration, and Student Accounts offices will be closed on Wednesday, June 23. We are sorry for any inconvenience. Thank you.

Submitted by: Tammy Raub

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Procurement Offices:

All purchasing requisitions are due to the Procurement Offices in Greene Hall no later than Friday, May 21 for processing. Remember, even if you have an outstanding PO, if the merchandise is not received by the end of June, it will not be charged to the current fiscal year budget (2009-10). It is important that you are aware of delivery times so the merchandise is received by June 30.

Please be aware that if you submit a requisition that requires processing through the bid process, this takes additional time and resources. There is no guarantee that your purchase will be charged to the 2009-10 budget.

Office Services and Accounts Payable:

All merchandise and printing/mailing services must be received and invoiced to the University by Wednesday, June 23, in order to be processed in the current fiscal year. All invoices with the proper signature and account coding need to be submitted to the accounts payable clerks in Carnegie Hall by Wednesday, June 23 to allow time for processing.

University One Card:

One Card cutoff date to charge purchases on your credit card will be Friday, June 18. The transactions that you charge in June and are POSTED to your account in PaymentNet by June 30 will show on your July statement.

Be aware that the merchants do not always update their transactions daily. This could mean your charge may not be posted until July and miss the 2009-10 budget. Please plan accordingly.

The reconciliation schedule for July will be accelerated to get these expenses posted in the current 2009-10 fiscal year. Your reconciled statement with receipts needs to be given to your card manager by Tuesday, July 6.

Remember, you will need to print your statement from the PaymentNet Web site. Instructions to do this are on the One Card website. The card managers need to approve and forward the statements to Sue Peck by Friday, July 9. The transactions posting to Banner will be done on Wednesday, July 14. It is essential that the proper coding be in PaymentNet before this is posted.

Submitted by: Sue Peck

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Faculty/Staff Meal Plans

Dining Services is once again offering meal plans for Faculty and Staff to use on campus!

Block Meals - All you care to eat meals in Powell and Ade Dining Halls. Meals are good for breakfast, lunch, or dinner, during regular serving hours and are valid until May 9, 2011.

Block of 10 Meals - \$50.00
Block of 18 Meals - \$75.00
Block of 25 Meals - \$100.00

You can begin using your Faculty/Staff Meal Plan when Powell Dining Hall opens for camps on Monday, June 28 - the schedule for each week varies and will be posted at the front door.

Those without a Faculty/Staff plan are welcome to purchase individual meals at the following rates:

Breakfast - \$5.00
Lunch - \$10.00
Dinner - \$14.00

You can purchase a meal plan at Cyber Fresh Ca from now until Friday, June 25 from 8:30 a.m. - 1:30 p.m. We accept cash, checks, and credit cards. After June 25, plans can be purchased at Powell Dining Hall through Friday, Aug. 6.

Submitted by: Michelle Miller

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Leo Coughlin, Former ROTC Instructor at AU Dies

Charles Leo Coughlin, formerly of Alfred, died June 14, 2010.

Leo graduated from Youngstown State College and entered the U.S. Army in 1953. While in the army he served in Italy, Germany, South Korea and Vietnam, retiring in 1972 as a Lieutenant Colonel. He was an instructor with the Alfred University ROTC and moved back to Alfred after retirement to build a home and raise his family.

Friends are invited to call from 2-4 and 7-9 p.m. Thursday at the J.W. Embser Sons Funeral Home in Wellsville. A Mass of Christian Burial will be celebrated at 11 a.m. Friday in the St. Jude's Catholic Church on the Alfred State Campus. Burial, with military honors, will take place in Alfred Rural Cemetery.

In lieu of flowers memorial suggestions include the Marguerite Ann Coughlin Scholarship fund at Alfred University or to the Alzheimer Association.

For a full obituary, go to: <http://www.eveningtribune...>

Submitted by: Deborah Clark

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Service award photos available

Photos taken at the end-of-the-year luncheon honoring retirees and service award recipients may be viewed online: <http://alfreduniversity.s...>
Scroll down to view the service awards 2010 album.

Link: [Faculty/Staff Service Awards 2010](#)

Submitted by: Susan Goetschius

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Free Stuff

FREE EQUIPMENT:

- * Small, 3-drawer lab bench on castors
- * Medium, Metal 2-shelf cart
- * 8' X 4' metal rack to clamp equipment on
- * 2 large 7' X 4.5' X 2' 6-metal shelf
- * 1 large disassembled shelving unit
- * 3 large metal cone ducts
- * metal shelves
- * Misc wooden shelves
- * 3 large boxes of wooden trays

Submitted by: Cherise Haase

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