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What's Happening?

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TODAY	TOMORROW	FRIDAY
<ul style="list-style-type: none"> · Theater Day Camp · Computer Camp · Summer Engineering Institute 	<p>3:00 Summer Guest Lecture: Trafficking Children in Ghana</p> <p>Box of Books Summer Reading Program Kick-Off Party</p> <p>10:00 Stull Observatory Open Thursdays in July</p> <ul style="list-style-type: none"> · Theater Day Camp · Computer Camp · Summer Engineering Institute 	<ul style="list-style-type: none"> · Theater Day Camp

Annual Campus Fire Hydrant Flow Tests June 30

On Wednesday, June 30 we are conducting fire hydrant flow tests on campus. During this test you may experience lowered water pressure and cloudy water.

If your water appears cloudy just run the tap until it clears. We ask that people please not park vehicles next to campus fire hydrants so we have ample room to flow test them.

Thank you for your cooperation during this testing process.

Submitted by: Kelly Moore

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Year-end Cut-off Dates for Business Areas

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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Please Use New Revised Forms for Hiring!

Once again we have found it necessary to revise our Recruitment Requisition and Personnel Action forms. Edits were made to prepare for Web Time Entry of our employees (yes it is coming!) and we also found that we needed to include some additional information that is necessary for payroll to have, in order to be in compliance with wage and compensation law.

The forms are available on the HR Web site at the following link and are data-enterable for your convenience. Also attached are PDF copies of the forms for those whose computers are not compatible.

Please discard any copies of the old versions of the forms so that we can get them out of circulation.

Link: [Hiring Forms on HR Webpage](#)

Attachment: [Personnel Action Form PDF](#)

Attachment: [Recruitment Requisition Form PDF](#)

Submitted by: Kathy Costello

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Sales Tax Reminder

Alfred University is a tax-exempt organization within New York State. Any merchandise shipped to AU

from another state is a tax-exempt purchase and the exemption certificate can be used with hotel accommodations.

The University is also tax exempt for merchandise that you physically purchase in the following states: Connecticut, Florida, and Massachusetts. These exemption certificates cannot be used for hotel stays.

The University is also tax exempt in New Jersey for both merchandise and hotel accommodations.

At the time of a purchase the cardholder must tell the vendor they are tax exempt and present a tax exemption certificate if necessary. If the cardholder does not do it then it is their responsibility to contact the vendor for a credit. Most vendors will credit back the tax once they receive a tax exemption form.

For most Internet purchases you make you will see sales tax at the final checkout so you will need to contact the vendor to receive the sales tax credit.

We cannot stress how important it is to let the vendor know at the time of purchase that you are making a tax exempt purchase for your organization. These additional costs are also depleting your departmental budget.

The tax exemption certificates are available on the Procurement Services Web site link listed below under forms.

Link: [Procurement Services](#)

Submitted by: Sue Peck

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Smoking Policy Reminder

It is Alfred University's policy to comply with all sections of the NYS Clean Indoor Air Act, therefore, smoking is prohibited in all University buildings, fire escapes, outdoor sporting events and during on-campus outdoor activities/events. Smoking is also prohibited within 25 feet of all building entrances, open windows and outdoor air ventilation intakes.

Thank you for your cooperation by using the appropriate receptacle to safely extinguish your materials.

Submitted by: Cherise Haase

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Trafficking Children in Ghana

The Women's Leadership Center, along with the American Association of University Women (Alfred-Hornell Branch), proudly presents summer guest lecturer Ms. Joyce Steiner. On Thursday, July 1, Ms. Steiner, the Program Manager of the Christian Council of Ghana, will speak on her recent work on a child trafficking documentary entitled, "Fight Against Child Trafficking."

She has also worked against fighting the stigma of HIV and AIDS in Ghana.

Ms. Steiner holds her BA (Hons) in Sociology from the University of Ghana.

The lecture will be at the Women's Leadership Center from 3-5 p.m. Free admission.

Please call the Women's Leadership Center with any questions at 607.871.2971.

Submitted by: Cheryl Foster

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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 Caf◆ 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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Submit to the CSI: Alfred Event Guide

Do you have an event or activity coming up during the first half of the Fall Semester that you would like advertised in the CSI: Alfred Event Guide? The Center for Student Involvement (CSI) is beginning to organize events for the dates of Aug. 23 - Oct. 8, 2010.

If you would like to submit your event, please send your announcement and any attachments of photos to napolitano@alfred.edu by FRIDAY, JULY 23. Thank you.

Submitted by: Nancy Banker

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Robert Howard, former director of Admissions

We have received word from Paul Priggon '69 notifying us of the death of Robert Howard, a former director of Admissions at Alfred University. Mr. Howard died June 27, 2010, at his home in Newville, PA.

Mr. Howard "did so much for AU during his tenure as Director of Admissions," said Priggon, who is also a former director of Admissions at AU.

Link: [Robert Howard obituary](#)

Submitted by: Susan Goetschius

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