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What's Happening?

[More Events...](#)

TODAY	TOMORROW	SUNDAY
<ul style="list-style-type: none"> · Senior Week Events May 10-14 · 2011 Senior Class Gift Donations @ PCC/ Seidlin 	10:00 Commencement <ul style="list-style-type: none"> · Senior Week Events May 10-14 	

Fitness Center Closing 5/14 & 5/15

THE FITNESS CENTER WILL BE CLOSED ALL DAY SATURDAY, MAY 14 AND SUNDAY, MAY 15 FOR COMMENCEMENTS.

Submitted by: Jeff Grover

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Forwarding Student Mail Over the Summer

Please complete the attached form and forward it to pccmailroom@alfred.edu.

If you do not complete this form your mail will automatically be forwarded to your permanent address listed in Banner.

If you have any questions please contact the mailroom at x2666.

Attachment: [Mail Forwarding Form](#)

Submitted by: Sue Peck

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Office & Procurement Services Summer Hours

Office and Procurement Services will be taking advantage of the summer hours of 8 a.m.-3:30 p.m. beginning Monday, May 16.

Please have your daily outgoing mail down to Greene Hall by 2:30 p.m.

We will go back to regular hours in the Fall.

Submitted by: Sue Peck

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PCC Mailroom Summer Hours/Noon-12:30 p.m. Closure

The Powell Campus Center Mailroom will be on summer hours from 8 a.m. - 3:30 p.m. and closing from noon-12:30 p.m. beginning Monday, May 16. If you have any questions please contact the Mailroom at x2666.

Submitted by: Sue Peck

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Year-End Cutoff Dates for Business Areas

Procurement Offices:

All purchasing requisitions are due to Procurement Services in Greene Hall no later than Friday, May 20 for processing. Remember, even if you have an outstanding PO, if the merchandise is not received by Monday, June 27, it will not be charged to the current fiscal year budget (2010-11). It is important that you are aware of delivery times so the merchandise is received by June 27.

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 2010-11 budget.

Accounts Payable:

All merchandise and services must be received and invoiced to the University by Monday, June 27 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 Monday, June 27 to allow time for processing.

Travel:

The cutoff date for travel expense forms that account for travel through June 30 is Friday, July 8 to ensure your travel is charged to 2010-11.

University One Card:

One Card cutoff date to charge purchases on your credit card will be Friday, June 17. 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 2010-11 budget. Please plan accordingly.

The reconciliation schedule for July will be accelerated to get these expenses posted in the current 2010-11 fiscal year. Your reconciled statement with receipts needs to be given to your card manager by Tuesday, July 5.

Remember, you will need to print your statement from the PaymentNet Web site. Instructions to do this are on the One Card Web site. The card managers need to approve and forward the statements to Sue Peck by Friday, July 8. The transactions posting to Banner will be done on Wednesday, July 13. It is essential that the proper coding be in PaymentNet before this is posted.

Submitted by: Sue Peck

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Watch 2011 Commencement Ceremony Live!

Watch Commencement ceremony online, live, starting at 10 a.m. Saturday, May 14. Later in the day, a recorded version of the full ceremony will be available for viewing at your convenience:

<http://www.alfred.edu/com...>

Submitted by: Deborah Clark

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AU Summer Camps!

This year our summer program schedule includes a wide variety of academic institutes, sports camps, and day camps for high school and pre-high school aged kids.

A list of this year's camps and institutes, along with information regarding discounts for the children and grandchildren of AU faculty and staff, is attached.

Please note that most of our residential programs now have a commuter option for local students.

For further information, please visit the Summer Programs Web site. If you have any questions, feel free to contact us at 871.2612 or via e-mail to summerpro@alfred.edu.

Link: [Summer Programs Website](#)

Attachment: [Summer Programs 2011](#)

Submitted by: Melody McLay

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Students Staying in Alfred Over the Summer

If you plan on staying in Alfred after this semester ends and want to keep your PCC Mailbox open then you must let the PCC mailroom clerk know before graduation weekend or your mail will be forwarded to your permanent address on file.

If you have any questions please contact the PCC Mailroom at x2666.

Submitted by: Sue Peck

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'Jack and the Magic Beans'

"Jack and the Magic Beans" presented by The Town of Wellsville Youth Theatre Program

Friday, May 13, 7 p.m.
Nancy Howe Auditorium
David A. Howe Public Library
155 N. Main St., Wellsville
585.593.3410

Join community children and youth as they present their version of the fairy tale, "Jack and the Magic Beans." This presentation is sponsored by the Allegany County Youth Bureau and the Office of Children and Family Services. The program is free and open to the general public.

Submitted by: Deborah Clark

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Family Program: Native American - Seneca: First Person Characterization

Family Program: Native American - Seneca: First Person Characterization with Paul Stillman

Saturday, May 14 at 10:30 a.m.
Nancy Howe Auditorium
David A. Howe Public Library
155 N. Main St., Wellsville
585.593.3410

Learn about the early Seneca culture in Western New York with artifacts, Seneca stories, dances, and authentic garb including the gustoweh. Mr. Stillman will share his stories of the chipmunk, how the birds got their songs, how the bear lost his tail, and other traditional tales. Learn how to make projectile points, brain tan, wampum, and other lost arts of the Seneca.

Mr. Stillman's heritage is with the Allegheny Seneca Nation. The library-sponsored program is free and open to the general public.

Submitted by: Deborah Clark

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Classic Movie Matinee: 'How to Steal a Million' (1966)

Monday, May 16 at 1:30 p.m.
Nancy Howe Auditorium
David A. Howe Public Library
155 N. Main St., Wellsville
585.593.3410

This sophisticated comedy about a million-dollar theft in a Paris art museum stars Audrey Hepburn, Peter O'Toole, and Charles Boyer. This library-sponsored movie is free and open to the general public.

Submitted by: Deborah Clark

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