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TODAY

TOMORROW

THURSDAY

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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Free Large-Format Photo Equipment

Physics/Astronomy has some large-format (4x5 and a little 8x10) film photographic equipment it wants to get rid of. Top priority goes to University programs/offices. This includes some Speed Graphic bodies and lenses, sheet and glass film holders, and enlargers and enlarger parts.

Please contact Dave Toot at x2842 or tootgd@alfred.edu

Submitted by: David Toot

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TIAA-CREF Consultant on Campus

You're invited! Jason Sciotti, Individual TIAA-CREF Consultant, will be conducting one-on-one, 45-minute, individual retirement counseling sessions on Tuesday, June 14 in the Human Resources Conference Room in Greene Hall. Let him help you make financial decisions that are right for you.

To schedule an appointment with Jason, Non-Statutory employees should call TIAA-CREF at 1.877.209.3144 and Statutory employees should call 1.800.732.8353; remain on the line for assistance.

If you need assistance with scheduling, please call the Human Resources Office at 607.871.2118.

Submitted by: Kim Wyant

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Observatory Open Viewing

The Stull Observatory is open to the public on clear Thursday evenings, from 10 to midnight during the months of June and July. The event is free.

We request reservations from groups larger than 10. Please contact Dave Toot at x2842 or tootgd@alfred.edu for more information

Submitted by: David Toot

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Springtime at Alfred University

The end of the spring academic semester and early summer are busy times at the University. We hope you can take a few minutes to read about and take a look at some of moments that make AU experiences special. Our new Alfred Online includes: a profile of the exhibit work by 27 of our most recent graduates of the School of Art and Design which will be in "Profile 2011," an exhibition of selected work, at the Gem Hotel, 300 W. 22nd St., New York, NY, June 9-25; a look at Commencement 2011 including Top of the Class and outstanding academic senior in the College of Liberal Arts & Sciences Sonrisa Ann Crespin, a history major from Burlington, NJ; a rundown of the fun and activity-filled weekend planned for Reunion 2011; and a behind-the-scenes look at the activity within the studios and workspaces in the School of Art & Design as students prepare for final crits, senior shows, and MFA exhibitions.

To view latest Online Magazine: <http://alfredmagazine.alf...>

Submitted by: Deborah Clark

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Concert: Laurence Juber - Fingerstyle Acoustic Guitar

Wednesday, June 8 at 7 p.m.
Nancy Howe Auditorium
David A. Howe Public Library
155 N. Main St., Wellsville
585.593.3410

Laurence Juber is a two-time Grammy award-winning fingerstyle acoustic guitarist, also known for his electric work as lead guitarist in Paul McCartney's Wings. Juber has released 15 critically acclaimed solo albums which feature his celebrated arrangements of popular tunes and genre-crossing compositions.

A highly celebrated guitarist, he was voted "Guitarist of the Year" by the readers of Fingerstyle Guitar Magazine and named one of the top acoustic guitar players of all time by Acoustic Guitar Magazine. In the fall of 2010, he released the highly anticipated "LJ Plays the Beatles Vol. 2".

The library-sponsored concert is free and open to the general public at the Nancy Howe Auditorium in Wellsville.

Submitted by: Deborah Clark

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Classic Movie Matinee: 'The Man Who Came to Dinner' (1941)

Thursday, June 9 at 1:30 p.m.
Nancy Howe Auditorium
David A. Howe Public Library
155 N. Main St., Wellsville
585.593.3410

Delightful film adaptation of the George S. Kaufman-Moss Hart play is about a radio commentator who must stay with a Midwestern family for a winter, driving them crazy with assorted friends that pass through. Actors in the film include Bette Davis, Ann Sheridan, Monty Woolley, and Jimmy Durante.

This library-sponsored movie is free and open to the general public.

Submitted by: Deborah Clark

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