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TODAY

TOMORROW

WEDNESDAY

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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Alfred Today for students suspended for the summer

To avoid clogging student mailboxes over the summer, we have suspended daily publication of the student version of Alfred Today until Aug. 15. If an announcement warrants publication prior to that date, we will either send out a special announcement to students, or amass several items and send them out on a weekly basis. Please contact the Communications office if you have a question about sending something to students over the summer months.

Submitted by: Susan Goetschius

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Microsoft Office 2010 Overview Training

ITS is pleased to offer an overview of the new features included in Office 2010. Beginning this summer, all newly deployed computers with the Windows operating system will have Office 2010 installed. The training will cover changes to the interface, as well as new features and shortcuts. Trainings will be offered at the following times:

Monday 6/20, 11 a.m. - Noon
Thursday 6/23, 1 - 2 p.m.

The training will be held in 306 Perlman Hall. If you would like to attend one of these sessions, please contact Meghanne Freivald at 607.871.2363 or via e-mail.

Submitted by: Meghanne Freivald

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Abbott Gas Cylinders

Gas cylinder users, please return any cylinders that are not being used or that are empty to the appropriate location and have them tagged for RETURN. If you have any questions, please contact Office & Procurement Services.

Submitted by: Lynne Billings

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Who Needs a Fax Machine, Older TV, and VCR?

3 Fax Machines in working order and an older Toshiba TV and VCR in a locking cabinet looking for new a home. Priority goes to University Programs and Offices. Please contact Deb in McMahon 120. 607-871-2781.

Submitted by: Debra Chilson

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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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Lecture: Armchair Tour of Daytrips Around Allegany County and Beyond

Speaker: Craig Braack, Allegany County Historian
Tuesday, June 14 at 7 p.m.
Nancy Howe Auditorium
David A. Howe Public Library
155 N. Main St., Wellsville
585.593.3410

Join our second annual "arm-chair" tour of vacation spots - this time the illustrated program will be day trips in Allegany County and nearby areas. Craig will combine historical places and beautiful environmental areas to keep you occupied during the summer months and beyond!

Printed Allegany County tourism brochures will be available.

This library-sponsored lecture is free and open to all.

Submitted by: Deborah Clark

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