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TODAY

TOMORROW

FRIDAY

### PCC Mailroom & Office Services Closed Today 8 a.m.-1 p.m.

The PCC Mailroom and Office Services will be closed from 8 a.m. until 1 p.m. on June 15 for training purposes.

Please bring your outgoing mail down to Office Services after 1 p.m. for it to be processed that day.

Mail pickup at the Powell Campus Center will not be ready for pick up until tomorrow.

Thank you.

Submitted by: Sue Peck

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### Offices Closed for Training

The Business Office, Student Accounts, Sponsored Research, and Office & Procurement Services will be closed from 8 a.m.-noon on Wednesday June 15 for training.

Submitted by: Lisa Clark

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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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### 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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### Attention Contribute Users Getting New Computers

If you are going to be receiving a new computer during the summer, please save your Contribute keys and passwords.

PC Users: create a folder under My Documents called Contribute and place the Contribute key there. Put your Contribute password into a word document and save that file there too.

Mac Users: create a new folder in HD (Hard Drive) called Contribute and place the Contribute key there. Put your Contribute password into a word document and save that file there too.

If you have questions contact Helpdesk at x2222.

Submitted by: Judy Linza

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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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### AU Museums are Open!

The Schein-Joseph International Museum of Ceramic Art and the Inamori Kyocera Museum of Fine Ceramics are located on the top floor of Binns-Merrill Hall. Hours are Wednesday through Friday, 10 a.m. - 4 p.m. Free admission.

Submitted by: Susan Kowalczyk

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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](mailto:tootgd@alfred.edu) for more information

Submitted by: David Toot

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### Summer Carillon Series

The Division of Performing Arts is pleased to announce the selection of guest carilloneurs for the Wingate Memorial Carillon Series for the Summer of 2011.

July 5 - Monika Kazmierczak from Gdansk, Poland  
July 12 - Kasia Piastowska and Toru Takao from Dusseldorf, Germany  
July 19 - Karel Keldermans from Springfield, IL  
July 26 - Gordon Slater from Ottawa, Canada  
Aug. 2 - Sharon Hettinger from Kansas City, MO

All performances are at 7 p.m., free for listening. The carillon is on the campus of Alfred University.

Please contact the Division office for details - email [performs@alfred.edu](mailto:performs@alfred.edu) or 871.2562 or Laurel Buckwalter - [fbuckwal@alfred.edu](mailto:fbuckwal@alfred.edu).

Submitted by: Nancy Freelove

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