

Alfred Today

Wednesday, January 03, 2007

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One Card reconciliation due

The Business Office has requested that cardholders have their One Card information for December reviewed and all the paperwork to your card manager by the 5th of January 2007. The card managers need to have all the transactions approved and the paperwork to Sue Peck by Tuesday, Jan. 9.

The Controller has been asked to produce a six-month budget status report for the next Board of Trustees meeting.

Instructions for printing out your statement online is as follows:

Log in to paymentnet

At the paymentnet home page click on electronic statement & payment. A blank statement appears - type your credit card number and click on green arrow. If you do not have your number handy click the dropdown arrow next to menu Click on User Search Type your last and first name in the appropriate boxes. Click on Find Your current month statement should appear. Click on either Print With Detail or Print Without Detail. A message box appears in the center of the screen letting you know the statement is in PDF format. Click ok Click on the green arrow in the upper right corner. The statement will appear in PDF format. Click on the toolbar to print.

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Balance & scale service scheduled

Its time once again to service your balances and scales. If you have a balance(s) and/or scale(s) in need of servicing, Precision Scale and Balance will be on campus, Tuesday, Jan 16 and Wednesday, Jan. 17 to service your needs. You must provide the location (building and room) of the balance and a FOAP number to be charged. Service will not be provided without your FOAP (account) number.

To schedule your balance or scale service, contact Ellen McLaughlin at ext. 2483 or via e-mail at mclaughlin@alfred.edu.

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