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Year-end Cut-off Dates for Business Areas

BUSINESS OFFICE:

JULY 12 - All transactions such as corrections, transfers, budget adjustments, year-end accruals, etc. submitted for fiscal year 2012-13.

OFFICE AND PROCUREMENT SERVICES:

MAY 17 - All requisitions are due for fiscal year 2012-13.

JUNE 28 - All merchandise must be received for fiscal year 2012-13.

ACCOUNTS PAYABLE:

JUNE 28 - All merchandise must be received and services performed and invoiced to the University for fiscal year 2012-13.

JULY 10 - The cutoff date for travel expense forms that account for travel through June 30th for fiscal year 2012-13.

JULY 12 -All June 30 invoices must be received for fiscal year 2012-13

UNIVERSITY ONE CARD RECONCILIATION FOR JUNE:

JUNE 21 - Last day for purchases on credit card for fiscal year 2012-13.

JULY 10 - Card holder review & paperwork submitted to card manager.

JULY 12 - Card manager approve & paperwork submitted to Program Administrator.

For additional detail please visit the following link to our website.

Link: [EOY Notice](#)

Submitted by: Susan Peck

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Exempt Staff and Approvers - Make Sure Your Leave Reports are Up to Date!

Please remember to submit your June Leave Report (and any other past due Leave Reports if you have any) as soon as possible so that it can be approved by your supervisor. All Supervisors need to make sure all past-due Leave Reports are approved as well.

Now that the fiscal year has ended, accruals need to be as up-to-date as possible so that our Leave Liability Report for the EOY financial statements is accurate.

Your cooperation is appreciated!

Submitted by: Kathy Costello

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Alfred University Statement on Equal Opportunity

Each year Alfred University reinforces its commitment to Equal Opportunity for all persons associated with the University. Please connect to the link to read the statement and feel free to contact the Human Resources Department if you have any questions or suggestions.

Attachment: [Equal_Employment_Opportunity_Statement.pdf](#)

Submitted by: Mark Guinan

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Welcome to New Director of Business

I am pleased to announce that Dr. Bruce Rosenthal will begin on July 1, 2013 as the new Director of the School of Business at Alfred. He will be managing both the undergraduate and MBA programs, and many of you will be working closely with him on issues related to students, curriculum, budgets, and planning for the School of Business.

Bruce comes to Alfred from Chatham University, where he was the Program Director and Chair of Business Programs. He holds a doctorate in Health Care Policy from the University of the Sciences in Philadelphia, and the MBA from Rutgers University.

Bruce has lived in Japan and Europe, where he worked in large and small businesses. His research interests in international business and in health care systems will help to expand business education at Alfred. Bruce loves painting, art, music and architecture - and most importantly - students!

We are fortunate to have Bruce's energy, experience, and leadership as the Director of AUBiz. Please join me in providing a warm welcome to Bruce.

Nancy Evangelista, Ph.D.
Dean, College of Professional Studies

Submitted by: Nancy Evangelista

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International Business Course for Fall 2013

Register now for BUSI 457 International Business, a 3-credit course on Mondays and Wednesdays from

11:20 a.m. -12:35 p.m. in Olin 307 with Dr. Bruce Rosenthal.

This course has no prerequisites and is great for gaining a global perspective in business. Also, if you are interested in the International Business minor, this is a great first course to take!

Contact Judy Scott (scottja@alfred.edu) or 871.2691 for more information!

Submitted by: Deborah Clark

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Summer Hours Ade Hall Dining June 30-July 4

SERVING HOURS JUNE 30-JULY 4

SUNDAY, June 30 - MONDAY, July 1

BREAKFAST
7:30-8:30 A.M.

LUNCH
Noon-1 P.M.

DINNER
5-6 P.M.

TUESDAY, July 2

BREAKFAST
7:30-8:30 a.m.

LUNCH
Noon-1 P.M.

DINNER
Closed**

WEDNESDAY, July 3

BREAKFAST
7:30-8:30 A.M.

LUNCH
Noon-1 P.M.

DINNER
5-6 P.M.

THURSDAY, July 4

BREAKFAST
7:30-8:30 a.m.

CLOSED AFTER BREAKFAST ON JULY 4
REOPEN DINNER, SUNDAY, JULY 7

** DINNER FOR CITE COUNSELING @ BOB BITING'S HOUSE

Submitted by: Michelle Miller

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Join AU 'family' for a Rochester-Area Event

Please join Rochester-area alumni, parents, and friends for an Alfred University gathering at Pomodoro Grill and Wine Bar.

Wednesday, Aug. 7, 6-9 P.M.
3400 Monroe Avenue, Rochester, NY 14618

Will you be enjoying the PGA festivities? When golf is over for the day, the fun for Alfred University is just beginning at Pomodoro Grill and Wine Bar, conveniently located a short distance from the golf course.

Alfred trustee, Greg Connors '92 and his wife Jeni Wetzel Connors '94 invite you to enjoy a casual evening mingling, reminiscing, and networking with local Alfred alumni, parents and friends. Hors d'oeuvres and beverages will be served and those in attendance will have a chance to win Alfred University prizes.

The cost for the event is \$10.
Please register by Wednesday, July 31 by going online at www.alfred.edu/alumni/reg... or by contacting the Office of Alumni Relations at alumni@alfred.edu.

Submitted by: Audrea Sirianni

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Great Reads, Great Nook Prices

Interested in a Nook? These are great for reading, traveling, entertainment, and more!

They are now on sale for an incredibly low price - Nook with glowlight \$119, Nook HD \$129, and the Nook HD+ \$149. In addition, you can also apply your employee discount!

Stop in at the AU Bookstore to see our display and try them out. All Nook accessories are on sale.

Submitted by: Marcy Bradley

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