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TODAY

TOMORROW

FRIDAY

### Year-end Cut-off Dates for Business Areas

Business Office:

July 11 - All transactions such as corrections, transfers, budget adjustments, year-end accruals, etc. submitted for fiscal year 2013-14.

Office &amp; Procurement Services:

May 16 - All requisitions are due for fiscal year 2013-14.

June 27 - All Merchandise must be received for fiscal year 2013-14.

Accounts Payable:

June 27 - All merchandise and services must be received and invoiced to the University for fiscal year 2013-14.

July 8 - The cutoff date for travel expense forms that account for travel through June 30th for fiscal year 2013-14.

July 11 - Invoices for fiscal year 2013-14

University One Card Reconciliation for June:

June 20 -Last day for purchases on credit card for fiscal year 2013-14.

July 10 - Card holder review & send paperwork to card manager.

July 14 - Card manager approve & send paperwork to Program Administrator.

Attachment: [Year-end Cut-off Dates for Business Areas](#)

Submitted by: Susan Peck

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### Job Posting

Employment Opportunity:

Head Men's Basketball Coach

Link: [Basketball Posting](#)

Submitted by: Kim Wyant

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### Important Notice: Office & Procurement Services

Office & Procurement Services will soon be eliminating phone ext. 2483 and ext. 2260. When calling our office, please call 871.2698.

Submitted by: Cheryl Foster

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### Becker Farms and Vizcarra Vineyards Event

Join WNY-area Alumni, Parents, and Friends for a special Alfred University gathering!

Please join Amanda Vizcarra '04 and other Alfred alumni, parents, and friends as they gather at Becker Farms and Vizcarra Vineyards, a fifth generation, family owned farm and vineyard at 3724 Quaker Road, Gasport, NY 14067. The event is Saturday, July 19 from 11 a.m. - 2 p.m.

You will have the opportunity to mingle in their new picnic pavilion while tasting several wine, beer, and hors d'oeuvre samples. This event is for the whole family as you can enjoy a playground, a petting zoo, pony rides, and hayrides.

The cost for this event is \$10 per adult and \$5 for anyone 17 and under. No family will be charged more than \$30 so encourage each member to attend.

Registration includes three wine tastings, three beer samplings, non-alcoholic beverages, hors d'oeuvres and a soup and finger sandwich buffet.

Please register by Friday, July 11.  
Online: [www.alfred.edu/alumni/reg...](http://www.alfred.edu/alumni/reg...)  
Email: [alumni@alfred.edu](mailto:alumni@alfred.edu)  
Phone: 607-871-2144

Submitted by: Audrea Sirianni

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### Bus Fare Change

From now until Monday, Aug. 18 the HAT bus fare is \$4 round trip to Hornell (\$2 each way).

Submitted by: Thomas Beaudoin

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