

[Submit](#)[Employment](#)[News](#)[Calendar](#)[Classifieds](#)[Spiritual Life](#)

In This Issue

Webmail users [click here](#)

Official News

- [Year-end Cut-off Dates for Business Areas](#)
- [Limited Parking: Carnegie/Physical Plant Lot](#)

General Announcements

- [ITS Equipment Lending Has Moved to the ITS Helpdesk](#)
- [MostArts Festival Tickets on Sale](#)
- [Job Posting - Lifeguards](#)
- [AU Bookstore Summer Hours](#)
- [Festival Workshops Available](#)
- [Concert: Emma Tyme](#)

What's Happening?

[More Events...](#)[TODAY](#)[TOMORROW](#)[SUNDAY](#)

Year-end Cut-off Dates for Business Areas

Business Office:

Friday, July 8 - All transactions such as corrections, transfers, budget adjustments, year-end accruals, etc. submitted for fiscal year 2015-16.

Office & Procurement Services:

Friday, May 27 - All requisitions are due for fiscal year 2015-16.

Thursday, June 30 - All Merchandise must be received for fiscal year 2015-16.

Accounts Payable:

Thursday, June 30 - All merchandise and services must be received and invoiced to the University for fiscal year 2015-16.

Friday, July 8 - The cutoff date for travel expense forms that account for travel through June 30 for fiscal year 2015-16.

Friday, July 8 - Invoices for fiscal year 2015-16

University One Card Reconciliation for June:

Friday, June 17 -Last day for purchases on credit card for fiscal year 2015-16.

Friday, July 8 - Card holder review and send paperwork to card manager.

Wednesday, July 13 - Card manager approve and send paperwork to Program Administrator.

Submitted by: Jodi Howe

[back to top](#)[Send Email Reminder](#)

Limited Parking: Carnegie/Physical Plant Lot

Starting Monday, May 16, a construction project will begin in the Carnegie/Physical Plant parking lot. A large number of parking spaces will be temporarily off line for the duration of the project (which is estimated to take a week.)

If you normally park in this lot please plan to park in an alternate location.

If you have any questions please call the Office of Public Safety, Ext. 2108.

Submitted by: Deborah Clark

[back to top](#)

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ITS Equipment Lending Has Moved to the ITS Helpdesk

ITS is pleased to announce that ITS Equipment Lending has relocated to the ITS Helpdesk on the lower level of Herrick Library.

This new, convenient location will allow us to provide a better quality of service to the campus community.

The ITS Equipment Lending office in Perlman Hall is closed as of May 16. Lending will re-open at the ITS Helpdesk on Monday, May 23. All items borrowed the week of May 9 will be due on May 23.

If you have any questions, please contact Meghanne Freivald at 607.871.2363 or via email.

Submitted by: Meghanne Freivald

[back to top](#)

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MostArts Festival Tickets on Sale

"The Magic Returns" this July 3- 9 at the 2016 MostArts Festival and Young Pianist Competition.

For Information: [www. MostArts.alfred.edu](http://www.MostArts.alfred.edu); Purchase Tickets Online or email MostArts@alfred.edu.

Link: <http://www.MostArts.alfred.edu>

Submitted by: Lisa Lantz

[back to top](#)

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Job Posting - Lifeguards

Employment Opportunity:
Seasonal Lifeguards

Link: [Lifeguards Posting](#)

Submitted by: Kim Wyant

[back to top](#)

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AU Bookstore Summer Hours

AU Bookstore summer hours are 9:30 a.m.-3:30 p.m. Monday through Friday; closed weekends.

We will have extended hours over Reunion weekend.

Submitted by: Marcy Bradley

[back to top](#)

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Festival Workshops Available

Do you enjoy sketching or watercolor? Then our outdoor "Plein Air" Workshop is for you!

Would you like to learn the Art of flower arranging? Check out our Master Gardener Workshop.

And don't miss an opportunity to work with renowned artists for 2-4 weeks at the Summer Ceramic Art Workshops.

For information and Registration: www.MostArts.alfred.edu

Submitted by: Lisa Lantz

[back to top](#)

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Concert: Emma Tyme

Thursday, May 26 at 7 p.m.
Nancy Howe Auditorium
David A. Howe Public Library
155 N. Main St., Wellsville
585-593-3410

Emma Tyme is a singer-songwriter from the hills and valleys of Allegany County. She draws her artistic inspiration from the sights and sounds of nature and the musical contributions of Joni Mitchell, Regina Spektor, Bonnie Raitt, Bon Iver, and Judy Roderick. Her compositions on guitar, piano, and ukulele are led by her smooth mezzo-soprano voice and thoughtful lyrics.

This concert is free and open to the general public.

Submitted by: Deborah Clark

[back to top](#)

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