

In This IssueWebmail users [click here](#)**Official News**

- [Year-end Cut-off Dates for Business Areas](#)
- [Outgoing Mail Due in Procurement Services by 1:30 Daily](#)

General Announcements

- [ITS Equipment Lending Has Moved to the ITS Helpdesk](#)
- [Open Swim hours](#)
- [Canvas LMS Training](#)
- [Entertainment Guide Information](#)
- [AU Bookstore Summer Hours](#)
- [Job Posting - Art History](#)

What's Happening?[More Events...](#)

TODAY

TOMORROW

WEDNESDAY

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](#)

Outgoing Mail Due in Procurement Services by 1:30 Daily

Now that summer hours have arrived for most departments, the deadline for daily outgoing mail has changed as well.

All outgoing mail must be delivered to Procurement Services by 1:30 p.m. daily to ensure mail is posted the same day.

If you have concerns or questions do not hesitate to ask by calling ext. 2698.

Submitted by: Donna Sturdevant

[back to top](#)

[Send Email Reminder](#)

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](#)

[Send Email Reminder](#)

Open Swim hours

Starting Tuesday, May 24, the pool will have open swim hours from 11:30 a.m. -1:30 p.m. (lap swimming) and 3-5 p.m. (open swim) on weekdays.

Submitted by: Brian Striker

[back to top](#)

[Send Email Reminder](#)

Canvas LMS Training

ITS is now offering trainings for the Canvas LMS. AU will begin using Canvas in fall 2016; Blackboard will be discontinued at that time.

Canvas trainings will be available throughout the summer and fall. The training will cover general navigation, commonly used features, and tips for setting up your courses. Trainings are available at the following times:

Thursday 5/26, 1 - 2:30 p.m.
Monday 6/6, 1 - 2:30 p.m.
Thursday 6/9, 10 - 11:30 a.m.

All sessions will be held in the Training Center on the first floor of Howell Hall (side entrance, facing

the CDC). Seating is limited.

If you would like to attend, please contact Meghanne Freivald at 607.871.2363 or via email to sign up.

For anyone who cannot attend training, all Canvas instructions are publicly available on the Canvas Instructor Guide website. Existing Blackboard course content can be exported and imported into Canvas using the attached instructions.

Link: [Canvas Instructor Guide](#)

Attachment: [Blackboard Export Instructions](#)

Submitted by: Meghanne Freivald

[back to top](#)

[Send Email Reminder](#)

Entertainment Guide Information

It is that time already! We will be collecting information for the first entertainment guide of the 2016-17 school year. Information is due to the CSI@alfred.edu by Tuesday, May 31. Please take a few minutes to get information to us in the format below.

Date
Title
Time and Location
Brief description

Following this format makes sure your information is correct and it makes our jobs tremendously easier if we don't have to reformat everything!

Submitted by: Eliza Ordway

[back to top](#)

[Send Email Reminder](#)

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](#)

[Send Email Reminder](#)

Job Posting - Art History

Employment Opportunity:
Visiting Assistant Professor of Art History

Link: [Visiting Asst. Prof of Art History Posting](#)

Submitted by: Connie Lewis

[back to top](#)

[Send Email Reminder](#)
