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TODAY

TOMORROW

SATURDAY

Year-End Cutoff Dates for Business Areas

Procurement Offices:

All purchasing requisitions are due to Procurement Services in Greene Hall no later than Friday, May 20 for processing. Remember, even if you have an outstanding PO, if the merchandise is not received by Monday, June 27, it will not be charged to the current fiscal year budget (2010-11). It is important that you are aware of delivery times so the merchandise is received by June 27.

Please be aware that if you submit a requisition that requires processing through the bid process, this takes additional time and resources. There is no guarantee that your purchase will be charged to the 2010-11 budget.

Accounts Payable:

All merchandise and services must be received and invoiced to the University by Monday, June 27 in order to be processed in the current fiscal year. All invoices with the proper signature and account coding need to be submitted to the accounts payable clerks in Carnegie Hall by Monday, June 27 to allow time for processing.

Travel:

The cutoff date for travel expense forms that account for travel through June 30 is Friday, July 8 to ensure your travel is charged to 2010-11.

University One Card:

One Card cutoff date to charge purchases on your credit card will be Friday, June 17. The transactions that you charge in June and are POSTED to your account in PaymentNet by June 30 will show on your July statement.

Be aware that the merchants do not always update their transactions daily. This could mean your charge may not be posted until July and miss the 2010-11 budget. Please plan accordingly.

The reconciliation schedule for July will be accelerated to get these expenses posted in the current 2010-11 fiscal year. Your reconciled statement with receipts needs to be given to your card manager by Tuesday, July 5.

Remember, you will need to print your statement from the PaymentNet Web site. Instructions to do this are on the One Card Web site. The card managers need to approve and forward the statements to Sue Peck by Friday, July 8. The transactions posting to Banner will be done on Wednesday, July 13. It is essential that the proper coding be in PaymentNet before this is posted.

Submitted by: Sue Peck

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Career Development Center Closed Thursday, June 23, 2011

The CDC will be closed on Thursday, June 23, 2011. We apologize for any inconvenience.

Submitted by: Susan Meacham

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FACULTY/STAFF MEAL PLANS

Dining Services is once again offering meal plans for Faculty and Staff to use on campus!

Block Meals - All you care to eat meals in Powell and Ade Dining Halls. Meals are good for breakfast, lunch, or dinner, during regular serving hours and are valid until May 7, 2012.

Block of 10 Meals - \$50.00
Block of 18 Meals - \$75.00
Block of 25 Meals - \$100.00

You can begin using your Faculty/Staff Meal Plan when Powell Dining Hall opens for camps on June 27th - the schedule for each week varies and will be posted at the front door. Those without a Faculty/Staff plan are welcome to purchase individual meals at the following rates:

Breakfast - \$8.00
Lunch - \$12.00
Dinner - \$15.00

You can purchase a meal plan at Cyber Fresh Caf from now until Friday, June 24 from 8:30am - 1:30pm. We accept cash, checks, and credit cards. After June 24, plans can be purchased at Powell Dining Hall through Friday, August 5.

Submitted by: Michelle Miller

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ITS Faculty/ Staff Trainings through 6/30

ITS is pleased to provide training for staff members receiving new Windows computers this summer. All new machines will come with Microsoft Office 2010. The following trainings are available:

Microsoft Office 2010 Overview

This session will cover changes affecting all Office programs, including new features and shortcuts.

Monday 6/26, 1:30 p.m. - 2:30 p.m.
Thursday 6/30, 2 - 3 p.m.

Microsoft Outlook 2010

Outlook has undergone several changes. This training will highlight the new interface, as well as the management of mail and appointments.

Tuesday 6/28 1 - 2 p.m.

Microsoft Word 2010

This training will cover the changes to Word, and illustrate a variety of document-related tasks.

Wednesday 6/29, 1 - 2 p.m.

All workshops will be held in 306 Perlman Hall. If you would like to attend one of these sessions, please contact Meghanne Freivald at 607.871.2363 or via email.

Submitted by: Meghanne Freivald

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Clearance Sale at the bookstore

Check out our clearance sale table at the bookstore. Markdowns on sunglasses (\$4.99-6.99), folders, candles, posters, general reading books and more!
Open 9:30-4 Mon-Fri.

Submitted by: Marcy Bradley

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