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| TODAY | TOMORROW | THURSDAY |
|---|---|----------|
| 11:00 NYC show --Profile 2010: School of Art & Design at Alfred | 11:00 NYC show --Profile 2010: School of Art & Design at Alfred | |

Sales Tax Reminder

Alfred University is a tax-exempt organization within New York State. Any merchandise shipped to AU from another state is a tax-exempt purchase and the exemption certificate can be used with hotel accommodations.

The University is also tax exempt for merchandise that you physically purchase in the following states: Connecticut, Florida, and Massachusetts. These exemption certificates cannot be used for hotel stays.

The University is also tax exempt in New Jersey for both merchandise and hotel accommodations.

At the time of a purchase the cardholder must tell the vendor they are tax exempt and present a tax exemption certificate if necessary. If the cardholder does not do it then it is their responsibility to contact the vendor for a credit. Most vendors will credit back the tax once they receive a tax exemption form.

For most Internet purchases you make you will see sales tax at the final checkout so you will need to contact the vendor to receive the sales tax credit.

We cannot stress how important it is to let the vendor know at the time of purchase that you are making a tax exempt purchase for your organization. These additional costs are also depleting your departmental budget.

The tax exemption certificates are available on the Procurement Services Web site link listed below under forms.

Link: [Procurement Services](#)

Submitted by: Sue Peck

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Year-end Cut-off Dates for Business Areas

Procurement Offices:

All purchasing requisitions are due to the Procurement Offices in Greene Hall no later than Friday, June

21 for processing. Remember, even if you have an outstanding PO, if the merchandise is not received by the end of June, it will not be charged to the current fiscal year budget (2009-10). It is important that you are aware of delivery times so the merchandise is received by June 30.

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 2009-10 budget.

Office Services and Accounts Payable:

All merchandise and printing/mailing services must be received and invoiced to the University by Wednesday, June 23, 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 Wednesday, June 23 to allow time for processing.

University One Card:

One Card cutoff date to charge purchases on your credit card will be Friday, June 18. 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 2009-10 budget. Please plan accordingly.

The reconciliation schedule for July will be accelerated to get these expenses posted in the current 2009-10 fiscal year. Your reconciled statement with receipts needs to be given to your card manager by Tuesday, July 6.

Remember, you will need to print your statement from the PaymentNet Web site. Instructions to do this are on the One Card website. The card managers need to approve and forward the statements to Sue Peck by Friday, July 9. The transactions posting to Banner will be done on Wednesday, July 14. It is essential that the proper coding be in PaymentNet before this is posted.

Submitted by: Sue Peck

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Electronic Forms Service Available from ITS

In an effort to streamline AU's data collection process, ITS is offering an Electronic Forms service to the campus. AU offices may convert existing paper forms to online forms using Adobe Acrobat 9 Pro.

Specially formatted PDF forms can be submitted to an E-Forms administration page on the staff portal. The forms are reviewed by ITS and published to the E-forms pages on the staff and student portals.

Once the forms have been filled out, they can be retrieved from a restricted folder on AU's U drive. For the safety of the AU community, ITS cannot publish any forms asking for Social Security numbers or any other sensitive personal information.

Any staff member interested in submitting E-forms for publication must obtain permission from a supervisor and complete required E-Forms training. Training will be provided on an as-needed basis.

To request training, please contact Meghanne Freivald at 871.2363 or via e-mail.

Submitted by: Meghanne Freivald

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Taking Students Abroad?

If you are planning a short-term course abroad for the year 2010-11, proposals are due July 1. If you haven't done so already, please make an appointment with Vicky Westacott at the Office of International Programs (fcobb@alfred.edu).

Submitted by: Vicky Westacott

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Soccer Camp This Summer - Enter Your Own World Cup!

July 26-30, 2010

\$85

Half-Day Academy

(9 a.m. - noon)

Co-educational (Age 7 -13)

Location: Jericho Hill field in the Woods (Stadium Field is being resurfaced)

The half-day academies focus on having fun while learning new skills in games that promotes self-confidence and good sportsmanship. A variety of games will be used to teach ball control and to learn different tactics and technique involved with game play. This curriculum has been designed to help promote the growth of a youth soccer player.

The camp also includes a Camp T-Shirt and a World Cup Competition - Teams dress in Countries' Colors and Face painting will be provided. Last year was such a great success. I hope to have you there.

For more details contact Scott Miller at 607.871.2899

Submitted by: Scott Miller

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