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## TODAY

## TOMORROW

## SATURDAY

- [Alfred Community 5k Run/Walk on Reunion Weekend](#)
- [Western New York Sorting to be held at Alfred University Equestrian Center](#)

**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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### **Museums - Saturday Hours This Week Only**

Saturday, June 11, 1 - 3:30 p.m. The Schein-Joseph International Museum of Ceramic Art and the Inamori Kyocera Museum of Fine Ceramics, located on the top floor of Binns-Merrill Hall.

Additional hours are Wednesday through Friday, 10 a.m. - 4 p.m. All are welcome, free admission.

Submitted by: Susan Kowalczyk

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### **Family Movie: 'The Indian in the Cupboard' (1995) PG**

Saturday, June 11 at 10:30 a.m.  
Nancy Howe Auditorium  
David A. Howe Public Library  
155 N. Main St., Wellsville  
585.593.3410

An excellent adaptation of Lynne Reid Banks' popular children's book is full of wonder and wisdom. A young boy receives an old cupboard and upon placing a plastic toy Indian inside, the figure comes to life. Actors include Hal Scardino, Lindsay Crouse, and Richard Jenkins.

This library-sponsored movie is free and open to the general public.

Submitted by: Deborah Clark

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### **Springtime at Alfred University**

The end of the spring academic semester and early summer are busy times at the University. We hope you can take a few minutes to read about and take a look at some of moments that make AU experiences special. Our new Alfred Online includes: a profile of the exhibit work by 27 of our most recent graduates of the School of Art and Design which will be in "Profile 2011," an exhibition of selected work, at the Gem Hotel, 300 W. 22nd St., New York, NY, June 9-25; a look at Commencement 2011 including Top of the Class and outstanding academic senior in the College of Liberal Arts & Sciences Sonrisa Ann Crespin, a history major from Burlington, NJ; a rundown of the fun and activity-filled weekend planned for Reunion 2011; and a behind-the-scenes look at the activity within the studios and workspaces in the School of Art & Design as students prepare for final crits, senior shows, and MFA exhibitions.

To view latest Online Magazine: <http://alfredmagazine.alf...>

Submitted by: Deborah Clark

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## **Shelving available**

Herrick Library has some gray, metal, free-standing, adjustable, library-type shelving available for use on campus. The supports are 90" high and each shelf is 35" wide. There are 9 ranks (groupings) of shelving, each rank is 3 shelves long, 7 shelves high, and is double-sided. Please come over and have a look, if you're interested. Feel free to take as much or as little as you need. Available on a first-come, first-served basis. Please contact Steve Crandall, at 871-2987, for more information, or to express interest.

Submitted by: Stephen Crandall

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