

## In This Issue

Webmail users [click here](#)

### Official News

- [Office Closings](#)
- [Sales Tax Reminder](#)

### General Announcements

- [Special Bookstore Hours](#)
- [Leo Coughlin, Former ROTC Instructor at AU Dies](#)
- [Service award photos available](#)
- [Free Stuff](#)
- [Lost and Found](#)
- [Electronic Forms Service Available from ITS](#)
- [Allegany County Office for the Aging Needs Advocates](#)

## What's Happening?

[More Events...](#)

### TODAY

### TOMORROW

### SATURDAY

- [Western New York Team Penning](#)

### Office Closings

Due to staff training, the Business, Procurement, Sponsored Research Administration, and Student Accounts offices will be closed on Wednesday, June 23. We are sorry for any inconvenience. Thank you.

Submitted by: Tammy Raub

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

### 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

[back to top](#)

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### Special Bookstore Hours

Today the bookstore will be open 10 a.m.-2 p.m. so we can attend merchandising training sessions. We will resume regular hours, 9 a.m.-3:30 p.m. on Friday. Thank you.

Submitted by: Marcy Bradley

[back to top](#)

[Send Email Reminder](#)

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### Leo Coughlin, Former ROTC Instructor at AU Dies

Charles Leo Coughlin, formerly of Alfred, died June 14, 2010.

Leo graduated from Youngstown State College and entered the U.S. Army in 1953. While in the army he served in Italy, Germany, South Korea and Vietnam, retiring in 1972 as a Lieutenant Colonel. He was an instructor with the Alfred University ROTC and moved back to Alfred after retirement to build a home and raise his family.

Friends are invited to call from 2-4 and 7-9 p.m. Thursday at the J.W. Embser Sons Funeral Home in Wellsville. A Mass of Christian Burial will be celebrated at 11 a.m. Friday in the St. Jude's Catholic Church on the Alfred State Campus. Burial, with military honors, will take place in Alfred Rural Cemetery.

In lieu of flowers memorial suggestions include the Marguerite Ann Coughlin Scholarship fund at Alfred University or to the Alzheimer Association.

For a full obituary, go to: <http://www.eveningtribune...>

Submitted by: Deborah Clark

[back to top](#)

[Send Email Reminder](#)

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### Service award photos available

Photos taken at the end-of-the-year luncheon honoring retirees and service award recipients may be viewed online: <http://alfreduniversity.s...>  
Scroll down to view the service awards 2010 album.

Link: [Faculty/Staff Service Awards 2010](#)

Submitted by: Susan Goetschius

[back to top](#)

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### Free Stuff

#### FREE EQUIPMENT:

- \* Small, 3-drawer lab bench on castors
- \* Medium, Metal 2-shelf cart
- \* 8' X 4' metal rack to clamp equipment on
- \* 2 large 7' X 4.5' X 2' 6-metal shelf
- \* 1 large disassembled shelving unit
- \* 3 large metal cone ducts
- \* metal shelves
- \* Misc wooden shelves
- \* 3 large boxes of wooden trays

Submitted by: Cherise Haase

[back to top](#)

[Send Email Reminder](#)

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#### Lost and Found

If you have an item you lost or found, please post it on the Lost and Found Board using the link below.

Link: [Lost and Found Board](#)

Submitted by: Judy Linza

[back to top](#)

[Send Email Reminder](#)

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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

[back to top](#)

[Send Email Reminder](#)

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#### Allegany County Office for the Aging Needs Advocates

An Ombudsman Training sponsored by the Allegany County Office for the Aging will be held in Belmont, at Saint Philip's Episcopal Church on Tuesday-Thursday, June 22, 23, 24, and Monday-Wednesday, June 28, 29 and 30, 2010 from 9:30 a.m. to 4 p.m.

Those who wish to become state-certified Ombudsmen must attend all training sessions.

Ombudsmen are needed as advocates for the frail elderly living in Adult Care Homes and Nursing Homes in Allegany County. Through friendly visits with residents, Ombudsman Volunteers make sure that resident concerns are heard, investigated, and resolved.

Ombudsmen assist residents with concerns regarding care, finances, food service, administrative policies, medical services, suspected neglect, mistreatment or abuse, and personal problems.

The NY Certified Training Program will help you understand the role of the Ombudsman and the needs of the elderly in long-term care facilities. Highlights of the training include programs on complaint handling by Deana Prest, NYS Ombudsman; Understanding Alzheimer's Disease and Dementias by Julie Schoenecker of the Alzheimer's Association; the role of the regulator, Don Guglielmi, NYS Department of Health; the survey process by Richard Scafetta, NYS Department of Health; criminal prosecution of patient abuse and neglect by Tom Scheif, Office of the NYS Attorney General; as well as local presenters and tours of local facilities.

There is no charge for the training and lunch and snacks will be provided. If this program sounds interesting to you, please call Lynn Oyer at the Office for the Aging at 866-268-9390. You may attend the training without being obligated to serve as a volunteer. After the training, Lynn will meet with you to determine your interest and whether or not this is a good volunteer job fit.

Submitted by: Deborah Clark

[back to top](#)

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