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TODAY

TOMORROW

WEDNESDAY

Kruson Water Shut Down

On Monday, Dec. 17, the water in Kruson will be shut down for the day. Thank you.

Submitted by: Kelly Moore

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The PCC Mailroom will be closing from noon until 1 p.m. beginning Monday, Dec. 17, 2012 and ending Tuesday, Jan. 22, 2013.

Submitted by: Susan Peck

[back to top](#)[Send Email Reminder](#)**Exempt Staff - Please Do Your December Leave Report**

Please make sure any outstanding Banner Monthly Leave Reports and the one for December are submitted and approved by your supervisor before you (or they) leave for Holiday break. If you used your FH and/or Personal Day during a month and the Leave Report is not approved, Banner will not

accrue next years FH and Personal Day.

Getting caught up and submitting December early will ensure the accrual process of these 2 days works as it should.

Thanks in advance for your cooperation!

Submitted by: Kathy Costello

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Accounts Payable Check Run

The last AP check run for calendar year 2012 will be Thursday, Dec. 20. All invoices need to be submitted to the Business Office by end of day Wednesday, Dec. 19.

Submitted by: Jodi Howe

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November & December One Card Reconciliations

In order to facilitate the preparation of mid-year financial statements and budget reports, all cardholders must have the transactions coded correctly in paymentnet and the original receipts for NOVEMBER One Card charges to your card manager by Friday, Dec. 7, 2012. The Card Managers must have all transactions approved and the paperwork to Sue Peck by Friday, Dec. 14, 2012.

Additionally, cardholders must have all transactions coded correctly in paymentnet and the original receipts for DECEMBER One Card charges to your card manager by Friday, Jan. 4, 2013. The Card Managers must have all transactions approved and the paperwork to Sue Peck by Friday, Jan. 11, 2013.

Submitted by: Susan Peck

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PCC Mailroom Hours Over December Break

The Powell Campus Center Mailroom will be open one day over the December break on Monday, Dec. 31, 2012 from 10 a.m. - 2 p.m. You can enter the side door through the loading dock area to get to the Mailroom.

Submitted by: Susan Peck

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Campus Survey

Today is the last day to submit the campus survey. Please take a few minutes to complete and submit your survey.

On behalf of the AU Self-Study Committee thank you for your willingness to help the University conduct this self-study.

Submitted by: Barbara Timbrook

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AU Bookstore Open Through Dec. 24

Bookstore hours for Dec. 17-23, open 9 a.m.-4 p.m.; Dec. 24, 9 a.m.-2 p.m. We will be closed Dec. 25 & 26, open 9 a.m.-3 p.m. Dec. 27, and closed Dec. 28. Hours Dec. 31, 9 a.m.-2 p.m.

We will see you in January! Happy Holidays everyone, enjoy break!

Submitted by: Marcy Bradley

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Saxon Inn Closing Dates Over the Winter Break

The Saxon Inn will close on Monday, Dec. 17, 2012. If you would like to make a reservation please email saxoninn@alfred.edu or call 871.2600 to leave a message. Messages and emails will be checked periodically over the break.

Happy Holidays!

Submitted by: Saxon Inn

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Alumni Association Call for Award Nominations

URGENT! Dear Alumni, Faculty, Administration - If you know of Alfred University alumni, colleagues or individuals whose achievements or dedication to Alfred University has distinguished themselves in some significant way, PLEASE SUBMIT NOMINATIONS NOW for Alumni Awards to be conferred during Reunion Weekend!

The Alumni Association presents awards annually at Reunion to alumni, faculty and friends of the University who have contributed to Alfred, their workplace, and society in general. Please help us recognize those individuals for their efforts and achievements by nominating them for an Alumni Association Award.

Information regarding awards criteria and NOMINATION FORMS are available online at <http://www.alfred.edu/alu....>

PLEASE SUBMIT ALL NOMINATIONS BY JAN. 15, 2013.

Nominations may be forwarded to the Alumni Relations Office, Welcome Center, 1 Saxon Drive, Alfred, NY 14802. You may also email nominations to alumni@alfred.edu or fax your information to 607.871.2391. Please contact us with any questions at 607-871-2144.

Thank you for your support and assistance - Fiat Lux!

Submitted by: Audrea Sirianni

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Walk-In Hours - Career Development Center

Tues.-Thurs, 1:00 - 4:30pm. Stop in to see a counselor to talk about any career concerns/issues/questions that you may have.

Submitted by: Peggy Broderick

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