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## What's Happening?

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TODAY	TOMORROW	SATURDAY
	6:00 <a href="#">Men's Basketball Home vs. Nazareth College</a> 8:00 <a href="#">Women's Basketball Home vs. Nazareth College</a>	2:00 <a href="#">Men's Basketball Home vs. Ithaca College</a>

### Mailroom & Office/Procurement Services - Reduced Hours Friday 1/8

Friday, Jan. 8, the Powell Campus Center Mailroom and Office & Procurement Services will be closing at noon for Staff Training. Please plan accordingly.

Thank you for your understanding and cooperation. Should you have questions do not hesitate to contact me at ext. 2698 or via email.

Submitted by: Donna Sturdevant

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### U.S. Postal Service Rate Increases Jan. 17, 2016

As of Jan. 17, 2016, many U.S. Postal rates will increase. New rates are listed on the attached pdf. If you have questions do not hesitate to ask.

Attachment: [1-17-16 USPS Rates](#)

Submitted by: Donna Sturdevant

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### Request for Contract Form

An updated Request for Contract form is now available on the Business Office Web page. This form should be used when an independent contractor (e.g. performer, artist, lecturer, etc.) will be providing services for the benefit of Alfred University.

Please complete the form electronically and submit to the Office of the Vice President for Business & Finance at [lloydgm@alfred.edu](mailto:lloydgm@alfred.edu) at least three (3) weeks prior to the event. A determination will be made upon receipt of the Request as to whether a formal agreement will be needed and the individual making the request will be notified.

It should be noted that in order for the Business Office to process a check request for payment or reimbursement of expenses, a fully executed agreement or waiver of an agreement via the Request for Contract form will need to be attached.

Should you have any questions, or if your event is less than three (3) weeks away, please contact us via phone at 607.871.2966 for direction.

Attachment: [Request\\_for\\_Contract.pdf](#)

Submitted by: Lisa Clark

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### Norma Higgins, emerita University archivist

Word has been received of the death on Thursday, Dec. 24, 2015, of Norma D. Higgins, alumna and University archivist from 1964 until her retirement in 1987.

Friends are invited for a time of visitation on Friday (Jan. 8) from 3-5 p.m. at Baker-Swan Funeral Home in Andover. The memorial service will be held on Saturday (Jan. 9) at 2:00 p.m. at the Union University Church in Alfred with Rev. Laurie DeMott, officiating. Online condolences may be offered at [www.baker-swan.com](http://www.baker-swan.com).

Memorial contributions in Norma's name may be made to Union University Church, Organ/Piano Fund, 29 N. Main St., Alfred, NY 14802 or Allegany Senior Foundation, Inc., 6085 SR 19N, Belmont, NY 14813.

Link: [Norma Higgins' obituary](#)

Submitted by: Susan Goetschius

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### Requisition Form

Office and Procurement Services has created a more user friendly fillable requisition. It is attached for your convenience.

As a reminder, purchases over \$1,000 are processed through our office. Please contact us for any questions at ext. 2698 or [procurement@alfred.edu](mailto:procurement@alfred.edu).

Attachment: [Requisition\\_form\\_102015.pdf](#)

Submitted by: Cheryl Foster

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### Weight Watchers Meetings Temporarily on Hold

Due to unforeseen circumstances, Weight Watchers At Work meetings are temporarily on hold. Should you have any questions, please contact Marilyn Robin at 607.587.4027 or email her at [robinmf@alfredstate.edu](mailto:robinmf@alfredstate.edu).

We will announce when our meetings resume in the coming weeks. Thank you!

Submitted by: Anne Cornell

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### **Concert: Potsdam Pointercounts A Cappella Invitational**

Hosted by Wellsville WAVE  
Friday, Jan. 8 at 7:30 p.m.  
Nancy Howe Auditorium  
David A. Howe Public Library  
155 N. Main St., Wellsville  
585-593-3410

Founded in the early 1990s, this group of award-winning a cappella male singers has become the premiere popular performing group on the SUNY Potsdam campus. Striving to make the students and community aware of one of the oldest forms of choral singing, they perform a variety of styles of music.

WAVE from the Wellsville High School and Middle School and other local high school vocal groups will join with this Potsdam group to present an evening of a cappella music. Not to be missed!

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

Submitted by: Deborah Clark

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