

In This IssueWebmail users [click here](#)**Official News**

- [New Mail Process Form](#)
- [Year-end Cut-off Dates for Business Areas](#)
- [Change in Accounts Payable Payment Processing](#)

General Announcements

- [Extended Fitness Center Hours 6/14-6/24](#)
- [I Scream! You Scream! We all Scream for Ice Cream!](#)
- [Room Reservations](#)
- [Job Posting - Janitor](#)
- [New Hires, Position Changes May '16](#)
- [Concert: The Young Sisters \(Acoustic Duo\)](#)

What's Happening?[More Events...](#)

TODAY	TOMORROW	THURSDAY
	12:00 Ice Cream Social	6:00 Oak Hill Country Club (Rochester, NY)

New Mail Process Form

In order for the University to keep up with USPS mailing standards, a new mail form has been created by Procurement Services. A contents section has been added for ongoing safety precautions. Please use this form for all of your metered mail requests.

Metered mail is processed on the first floor of Greene Hall in Procurement Services.

Attached is the new form. However, for your convenience, there will be new ones available at Procurement Services.

Attachment: [New Mail Process Form](#)

Submitted by: Cheryl Foster

[back to top](#)

[Send Email Reminder](#)

Year-end Cut-off Dates for Business Areas

Business Office:

Friday, July 8 - All transactions such as corrections, transfers, budget adjustments, year-end accruals, etc. submitted for fiscal year 2015-16.

Office & Procurement Services:

Friday, May 27 - All requisitions are due for fiscal year 2015-16.

Thursday, June 30 - All Merchandise must be received for fiscal year 2015-16.

Accounts Payable:

Thursday, June 30 - All merchandise and services must be received and invoiced to the University for fiscal year 2015-16.

Friday, July 8 - The cutoff date for travel expense forms that account for travel through June 30 for fiscal year 2015-16.

Friday, July 8 - Invoices for fiscal year 2015-16

University One Card Reconciliation for June:

Friday, June 17 -Last day for purchases on credit card for fiscal year 2015-16.

Friday, July 8 - Card holder review and send paperwork to card manager.

Wednesday, July 13 - Card manager approve and send paperwork to Program Administrator.

Submitted by: Jodi Howe

[back to top](#)

[Send Email Reminder](#)

Change in Accounts Payable Payment Processing

In an effort to increase productivity and improve efficiencies, the Business Office is transitioning to one check run per week. Currently, the Business Office processes payments on Tuesdays and Thursdays.

Starting the first week of July, payments will only be processed on Thursdays. Invoices will need to be received by the Business Office by end of day on Tuesdays in order to be processed in that week's check run.

If you have any questions, please feel free to contact Jodi Howe in the Business Office.

Submitted by: Jodi Howe

[back to top](#)

[Send Email Reminder](#)

Extended Fitness Center Hours 6/14-6/24

From Tuesday June 14 - Friday June 24 , the Fitness Center will be open from 11 P.M.-Midnight (Monday - Friday only) for extended use.

Submitted by: Tony Aquilina

[back to top](#)

[Send Email Reminder](#)

I Scream! You Scream! We all Scream for Ice Cream!

On Wednesday, June 15, the Support Staff Council and ATS Council will be hosting an Ice Cream Social with support from President Edmondson. Scooping begins at noon outside the 1st floor of Powell Campus Center and will continue until 1:30.

Submitted by: Eliza Ordway

[back to top](#)

[Send Email Reminder](#)

Room Reservations

If you'd like to reserve Howell Hall or Powell Campus Center for an event taking place between today and Sunday, Aug. 7 reservations should be done with Bonnie Dungan at Summer Programs. If the reservation is for Aug. 8 or after please contact CSI@alfred.edu.

Submitted by: Eliza Ordway

[back to top](#)

[Send Email Reminder](#)

Job Posting - Janitor

Employment Opportunity:
Janitor - College of Ceramics

Link: [Janitor](#)

Submitted by: Connie Lewis

[back to top](#)

[Send Email Reminder](#)

New Hires, Position Changes May '16

New Hires:

Amanda C. Baker, director, Career Development Center

Timothy J. Keenan, CACT project manager, CACT, McMahon Building

Travis M. Reed, co-coordinator, Environmental Health/Safety, Myers Hall

Position Changes:

Caitlin R. Brown, academic operations and program coordinator, Ceramic Art Museum

Daniel E. Hausman, A/V technician, Information Technology Services, Perlman Hall

Submitted by: Deborah Clark

[back to top](#)

[Send Email Reminder](#)

Concert: The Young Sisters (Acoustic Duo)

Thursday, June 16 at 7 p.m.
Nancy Howe Auditorium
David A. Howe Public Library
155 N. Main St., Wellsville
585-593-3410

The David A. Howe Public library is pleased to welcome The Young Sisters to the Nancy Howe stage. This guitar-led acoustic duo boasts an eclectic set list, beautiful harmonies, and a unique sound. They are not to be missed.

The Young Sisters have performed regionally throughout New York and Pennsylvania, but this will mark their first appearance at the Nancy Howe Auditorium.

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

Submitted by: Deborah Clark

[back to top](#)

[Send Email Reminder](#)

[Alfred University](#) | [My AU](#) | [Our AU](#) | [Events](#) | [BannerWeb](#) | [Blackboard](#) | [News](#) | [Enews](#)