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What's Happening?

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TODAY	TOMORROW	FRIDAY
9:00 Tai Chi Master is Back in Alfred!	9:00 Tai Chi Master is Back in Alfred! 12:00 AU and ASC are Getting Fit!	9:00 Tai Chi Master is Back in Alfred! · Finger Lakes Trail Spring Meeting

Campus Call for Audit Items

Please view attached document.

Attachment: [Memo-Campus_re-request_for_info_0513.doc](#)

Submitted by: Judith Green

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Year-end Cut-off Dates for Business Areas

BUSINESS OFFICE:

JULY 12 - All transactions such as corrections, transfers, budget adjustments, year-end accruals, etc. submitted for fiscal year 2012-13.

OFFICE AND PROCUREMENT SERVICES:

MAY 17 - All requisitions are due for fiscal year 2012-13.

JUNE 28 - All merchandise must be received for fiscal year 2012-13.

ACCOUNTS PAYABLE:

JUNE 28 - All merchandise must be received and services performed and invoiced to the University for fiscal year 2012-13.

JULY 10 - The cutoff date for travel expense forms that account for travel through June 30th for fiscal year 2012-13.

JULY 12 -All June 30 invoices must be received for fiscal year 2012-13

UNIVERSITY ONE CARD RECONCILIATION FOR JUNE:

JUNE 21 - Last day for purchases on credit card for fiscal year 2012-13.

JULY 10 - Card holder review & paperwork submitted to card manager.

JULY 12 - Card manager approve & paperwork submitted to Program Administrator.

For additional detail please visit the following link to our website.

Link: [EOY Notice](#)

Submitted by: Susan Peck

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Reminder - Service Awards and Retiree Recognition Luncheon

This is a reminder that we will hold our annual Retiree Recognition and Service Award Luncheon on Friday, May 31 at noon in ADE Hall. All faculty and staff are welcome.

Please, if you plan to attend and have not done so already, notify Mark Guinan at guinan@alfred.edu of your plans so that we have plenty of food for all.

Submitted by: Mark Guinan

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Judson Leadership Center Hours for 5/27-5/31

Monday, May 27 - Closed

Tuesday, May 28 - 8 a.m. - 3:30 p.m.

Wednesday, May 29 - Closed

Thursday, May 30 - Noon - 3:30 p.m.

Friday, May 31 - 8 a.m. - 3:30 p.m.

We will resume Summer Hours (8 a.m. - 3:30 p.m.) on Monday, June 3.

Submitted by: Heather Folts

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Alfred Community 5k Run/Walk on Reunion Weekend

The Annual 5k Run/Walk will be held on Saturday June 8, 2013 at 9 a.m.

Registration costs:

\$10 before June 1

\$15 after June 1 or on Race Day

Prizes will be awarded to the top 3 runners overall, as well as the top male and female in each age group. Door prizes and complimentary refreshments will be available after the race!

For more information, or to register, check out the 5K Registration form below!

(All proceeds benefit the Gary Horowitz Service Learning Program at Alfred University)

Attachment: [5K Registration Form](#)

Submitted by: Jessica Jennings

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Green Tip

You've probably heard that free-range chickens are kept in much better conditions compared to battery hens or closed-range farmed chickens. However, did you know that the eggs produced by free-range chickens are much healthier too?

According to Mother Earth News, free range eggs contain:

33% less cholesterol

25% less saturated fat

66% more vitamin A

Two times more omega-3 fatty acids

Three times more vitamin E

Seven times more beta carotene

Submitted by: Autumn McLain

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Theatre Day Camp!

It's Theater Day Camp Time! This year, as last, we will be offering two sections. One for children who have completed grades 3-6 and the other for children who have completed grades 7-9.

The groups will work separately as well as together to prepare for a production to be presented at the end of Theater Camp II. All performances will be open to the public.

Campers may sign up for the first week (June 25 - 28) or for first AND second week (July 1 - 5). The camp is directed by Dr. Becky Prophet. The fee is \$150 per child, per week, with a discount for children of employees.

Contact the Division of Performing Arts performs@alfred.edu or 871-2562 for details.

Submitted by: Nancy Freelove

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Keep Up With the Campus News Over the Summer

If you are interested in staying in touch with campus news, photos, construction updates, announcements of what's coming in 2013-14, and more, sign up for the Student Affairs Facebook page. Just search "student affairs of Alfred University."

Link: [Student Affairs Facebook page](#)

Submitted by: Valerie Daciw

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Returns Need to Go Through Office & Procurement Services

Did Office & Procurement Services place an order for you? Do you need to return merchandise?

When defective merchandise is received from a supplier, or the item(s) received are not the item(s) specified on the purchase order, the shipment will be subject to return to the supplier for credit or exchange. Office and Procurement Services will coordinate the return and ensure that good business practices are followed.

Whenever a department needs to return merchandise to a supplier the department must:

- * Contact OPS within five business days of receipt of the item(s)
- * Explain the reasons for returning the merchandise
- * Provide the name of the supplier, purchase order number and date the order was received

Office and Procurement Services will:

- * Coordinate the pick-up of the item(s) received
- * Contact the supplier and arrange for a credit or the replacement of the item(s)

GOODS DAMAGED IN TRANSIT

For goods damaged in transit, the department must contact OPS within 24 hours of receipt of the merchandise.

If you have any questions, please contact our office at X2698.

Submitted by: Kathy Price

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AU and ASC are Getting Fit!

Lose weight and feel great in the community of friends from Alfred University and Alfred State!

Whether you are a current member of Weight Watchers or have not yet joined, join us at our At Work meetings each Thursday at noon in the Orvis Activities Center conference room at Alfred State College. (Convenient parking is available next to Orvis.)

At Work meetings are always fun, friendly, informative and fit into your work day's lunch hour. What could be easier? Join your fellow faculty, staff, and students in working toward that healthier lifestyle today!

Losing weight feels great, and is even more enjoyable when in the company of friends.

For further information, please contact Beth Turner by email at turnerea@alfredstate.edu or by phone at 607-587-4080.

Submitted by: Deborah Clark

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Summer hours, summer Zumba!

Zumba Fitness classes will be held in McLane Center gym, Mondays and Thursdays at 3:45 this summer. Come join the fun and get fit at the same time. Classes are open to anyone. Fee is \$3 per class for AU and Alfred State faculty, staff and students.

No class on Memorial Day.

Submitted by: Susan Goetschius

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Swingin'2 the Oldies to Benefit Meals-on-Wheels

The Allegany Senior Foundation is hosting a party to benefit Allegany County Meals-on-Wheels - Swingin' 2 the Oldies, Saturday, June 8, 4 to 9 p.m. at the Activities Center of the Alfred State College Wellsville Campus.

There will be a theme basket auction, cash beer and wine bar, and the Barbecue Bandits smoked turkey and pulled pork for dinner, beginning at 5:30. The Swingin' follows to the big band music of the Jazz Ninjas.

For more information or tickets, call the Office for the Aging at 585-268-9390.

Tickets for the event are \$15 each, or 4 for \$50. The Activities Center will be open Saturday from noon to 2 p.m. for those wishing to participate in the basket auction only.

Submitted by: Deborah Clark

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