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TODAY

TOMORROW

THURSDAY

Year-end Cut-off Dates for Business Areas

Business Office:

July 11 - All transactions such as corrections, transfers, budget adjustments, year-end accruals, etc. submitted for fiscal year 2013-14.

Office & Procurement Services:

May 16 - All requisitions are due for fiscal year 2013-14.

June 27 - All Merchandise must be received for fiscal year 2013-14.

Accounts Payable:

June 27 - All merchandise and services must be received and invoiced to the University for fiscal year 2013-14.

July 8 - The cutoff date for travel expense forms that account for travel through June 30th for fiscal year 2013-14.

July 11 - Invoices for fiscal year 2013-14

University One Card Reconciliation for June:

June 20 -Last day for purchases on credit card for fiscal year 2013-14.

July 10 - Card holder review & send paperwork to card manager.

July 14 - Card manager approve & send paperwork to Program Administrator.

Attachment: [Year-end Cut-off Dates for Business Areas](#)

Submitted by: Susan Peck

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New Yoga and Meditation Course for Allen Term

We are excited to announce a new Yoga and Meditation course for the coming Allen term!

UNIV 200 Topics: Yoga & Meditation: Mindfulness, Empowerment and Wellness
Allen Term 2014-15 (Dec. 15 - Jan. 16)
Dates of residence at the Himalayan Institute: Jan. 2-12, 2015

The practice of yoga and meditation is a transformational tool leading not only to improved health and wellness, but also to greater self-awareness and to a deeper sense of community.

Following an online preparatory component, students will spend 10 days at the Himalayan Institute in Honesdale, PA for an immersive experience in the history, theory, and practice of yoga and meditation. The estimated cost of room and board at the retreat center is \$1,100.

This course is approved as an elective for Women's Leadership Academy members and may also be applied to the Gary Horowitz Leadership Certificate program, pending individual approval.

For more information, please contact Dr. Cecilia Beach (fbeach@alfred.edu) or Dr. Hope Childers (childers@alfred.edu).

Submitted by: Cecilia Beach

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Online Web Request Form and Web Standards

In order to insure that requests for new web pages or changes to existing pages are directed to the appropriate individuals and handled in a timely manner, please use our online request form. Please refer to our updated Web Standards, at <http://our.alfred.edu/web...>, for any questions.

This is the only request format that will be accepted. If you have questions regarding the form or its use please contact Webmaster, Judy Linza, at x2727 or e-mail webmaster@alfred.edu.

Link: [Online Web Request Form](#)

Submitted by: Judy Linza

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Becker Farms and Vizcarra Vineyards Event

Join WNY-area Alumni, Parents, and Friends for a special Alfred University gathering!

Please join Amanda Vizcarra '04 and other Alfred alumni, parents, and friends as they gather at Becker Farms and Vizcarra Vineyards, a fifth generation, family owned farm and vineyard at 3724 Quaker Road, Gasport, NY 14067. The event is Saturday, July 19 from 11 a.m.-2 p.m.

You will have the opportunity to mingle in their new picnic pavilion while tasting several wine, beer, and hors d'oeuvre samples. This event is for the whole family as you can enjoy a playground, a petting zoo, pony rides, and hayrides.

The cost for this event is \$10 per adult and \$5 for anyone 17 and under. No family will be charged more than \$30 so encourage each member to attend.

Registration includes three wine tastings, three beer samplings, non-alcoholic beverages, hors d'oeuvres and a soup and finger sandwich buffet.

Please register by Friday, July 11.
Online: www.alfred.edu/alumni/reg...
Email: alumni@alfred.edu
Phone: 607-871-2144

Submitted by: Audrea Sirianni

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Magazine Sale @ the AU Bookstore

All magazines are now 50 percent OFF at the AU Bookstore - all popular titles and current issues. Also check out the \$1 trade books! Sale goes until stock is gone.

Submitted by: Marcy Bradley

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FREE Toners/Ink Cartridges

ITS has toners/ink cartridges to give away:

HP C4195 A Laser jet 4500-4550 - 1
HP C4193 A Laser Jet 4500-4550-Magenta - 1
HP C4194 A Laser Jet 4500-4550 Yellow -1
HP C4191A Laser jet 4500-4550 Black - 1

HE replacement for Q2612 A -1- for HP
1010,1012,1015,1018,1020,1022,1022N,1022NW,3015,3020,3030,3050,3052,3055,M19F, MFP,
M1005MFP

EPSON BLK S020187/S020093 - 2

HP 28 TRI COLOR -1
HP 72 YELLOW - 69 ml - 1
HP 72 Photo Blk -69ml -1
HP 72 blk - 130 ml - 1
HP 72 Magenta - 130ml -1
HP 72 Cyan - 130 ml - 1

HP 14 black - 1 yellow -1 magenta -1cyan -1
HP 11 Yellow -1 magenta-2 cyan- 2

Office max - HP OM01018 for Q6470A
HP Color Laser Jet 3600/3800 - Black w/chip-1

email coleman@alfred.edu or call x2806

Submitted by: Mary Lou Coleman

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Metal Desks and Book Case

The Office of Summer Programs has two metal desks and a black metal book case free to anyone who wants them. Just call Ext. 2612.

Submitted by: Frank DiRaimondo

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Lecture: Our National Park System

Speaker: Craig Braack, Allegany County historian
Tuesday, June 17 at 7 p.m.
Nancy Howe Auditorium
David A. Howe Public Library
155 N. Main St., Wellsville
585-593-3410

As we continue our annual armchair tour of vacation spots, this program will cover several of our most magnificent parks in our National Park System including Yellowstone, Grand Tetons, Death Valley, Crater Lake, and Great Smoky Mountains. Craig will guide us on this illustrated tour and give people tips on planning a vacation or just enjoying a virtual get-away.

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

Submitted by: Deborah Clark

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