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TODAY	TOMORROW	THURSDAY
6:00 Men's Basketball Home vs. Utica College		
8:00 Women's Basketball Home vs. Utica College		

Mailroom - Office/Procurement Services Hours - Friday, 1/8

The Powell Campus Mailroom and Office & Procurement Services will close Friday, Jan. 8 at noon for Staff Training. Please plan accordingly.

Should you have questions or concerns do not hesitate to contact me at ext. 2698 or via email.

Submitted by: Donna Sturdevant

[back to top](#)[Send Email Reminder](#)**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

[back to top](#)[Send Email Reminder](#)**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 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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Spring Spend

It's never too early to plan on your spring spending, and Office & Procurement Services is here to help you.

Do you need a quote for any new equipment or supplies? We can provide you with a quote with the best price and best quality for your needs.

If you are also in need of training on strategic spend, please contact us at ext. 2698 or procurement@alfred.edu.

Submitted by: Cheryl Foster

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Need a Cup of Coffee? Stop Over to the AU Bookstore

Looking for a cup of coffee? The AU Bookstore sells Green Mountain coffee and some delicious snacks to go along with it! Open 9 a.m.-4 p.m. Monday-Friday.

Submitted by: Marcy Bradley

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Lost and Found

If you have an item you lost or found, please post it on the Lost and Found Board using the link below.

Link: [Lost and Found Board](#)

Submitted by: Judy Linza

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