In This Issue

Official News

· Office Closings

· Year-end Cut-off Dates for Business Areas

General Announcements

· Windows 7 Training & Overview

· Service award photos available

· Hornell Partners for Growth Lunch with Elvis

What's Happening?

More Events...

| TODAY | TOMORROW | THURSDAY |

Office Closings

Due to staff training, the Business, Procurement, Sponsored Research Administration, Student Accounts, and Environmental Health and Safety offices will be closed on Wednesday, June 23. We are sorry for any inconvenience. Thank you.

Submitted by: Tammy Raub

back to top   **Send Email Reminder**

Year-end Cut-off Dates for Business Areas

Procurement Offices:
All purchasing requisitions are due to the Procurement Offices in Greene Hall no later than Friday, May 21 for processing. Remember, even if you have an outstanding PO, if the merchandise is not received by the end of June, it will not be charged to the current fiscal year budget (2009-10). It is important that you are aware of delivery times so the merchandise is received by June 30.

Please be aware that if you submit a requisition that requires processing through the bid process, this takes additional time and resources. There is no guarantee that your purchase will be charged to the 2009-10 budget.

Office Services and Accounts Payable:
All merchandise and printing/mailing services must be received and invoiced to the University by Wednesday, June 23, in order to be processed in the current fiscal year. All invoices with the proper signature and account coding need to be submitted to the accounts payable clerks in Carnegie Hall by Wednesday, June 23 to allow time for processing.

University One Card:
One Card cutoff date to charge purchases on your credit card will be Friday, June 18. The transactions that you charge in June and are POSTED to your account in PaymentNet by June 30 will show on your July statement.

Be aware that the merchants do not always update their transactions daily. This could mean your charge may not be posted until July and miss the 2009-10 budget. Please plan accordingly.

The reconciliation schedule for July will be accelerated to get these expenses posted in the current 2009-10 fiscal year. Your reconciled statement with receipts needs to be given to your card manager by Tuesday, July 6.

Remember, you will need to print your statement from the PaymentNet Web site. Instructions to do this are on the One Card website. The card managers need to approve and forward the statements to Sue Peck by Friday, July 9. The transactions posting to Banner will be done on Wednesday, July 14. It is essential that the proper coding be in PaymentNet before this is posted.

Submitted by: Sue Peck

back to top   **Send Email Reminder**

Windows 7 Training & Overview

This summer, several faculty and staff will be receiving new computers. All new Windows computers will have the Windows 7 operating system. Windows 7 offers many new helpful features and tools.

To assist with the transition, ITS will be offering Windows 7 trainings throughout the summer. The next session will be offered on Thursday, June 24 from 10 to 11 a.m. in 306 Perlman Hall. If you would like to attend, please contact Meghanne Freivald at 871.2363 or via e-mail.

Submitted by: Meghanne Freivald

back to top   **Send Email Reminder**

Service award photos available

Photos taken at the end-of-the-year luncheon honoring retirees and service award recipients may be viewed online: **http://alfreduniversity.s...**
Scroll down to view the service awards 2010 album.

Link: **Faculty/Staff Service Awards 2010**

Submitted by: Susan Goetschius

back to top   **Send Email Reminder**

Hornell Partners for Growth Lunch with Elvis

Friday, June 25
noon-2 p.m.
@ Sal Pacino's, 99 Main St., HOrnell

Bring a brown bag lunch or order off Elvis-inspired menu

For more information call 607.324.9786, **www.hornellhpg.com**

Submitted by: Deborah Clark

back to top   **Send Email Reminder**

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