

In This Issue

Webmail users [click here](#)

Official News

- [The Use of Signature Stamps](#)

General Announcements

- [Carillon Recital, Tuesday, July 17](#)
- [Goodie Bags/Giveaways for Incoming Students](#)
- [Job Posting](#)
- [Observatory open nights on hold](#)

What's Happening?

[More Events...](#)

TODAY

TOMORROW

WEDNESDAY

The Use of Signature Stamps

Part of the internal controls safeguarding the university assets includes proper authorization and approval of transactions. This would consist of original signature by supervisors or fund managers. The use of signature stamps is not acceptable for any documents coming to the business office. All financial transaction documents are under auditor review which require us to verify authorization and approval. Electronic approvals, verified electronic signatures and original signature are approved methods of authorization.

The Business Office currently offers fund managers the ability to assign signing authority to another individual for their funds or orgs, which can be set at certain levels if needed. In these instances, when an individual has been granted signing authority they would sign as themselves, not using the stamp of another individual.

Transactions requiring supervisor approval of an employee's transactions or activities would not fall under an assigned authority. This would require the actual supervisors review and approval.

Submitted by: Jodi Howe

[back to top](#)

Carillon Recital, Tuesday, July 17

The Wingate Memorial Summer Carillon Recital Series will continue with the performance of Jim Fackenthal. Jim is Associate Carillonneur at the Rockefeller Chapel at the U of Chicago. He also regularly performs on a number of carillons in the Chicago area. His program will include the Wingate Fantasia, dedicated to AU's first carillonneur Ray Wingate by Frederick Marriott, as well as works by carillon composers van den Gheyn, Fruhauf, Courter and Della Penna. Jim's closing set will be three popular songs, "Let Me Call You Sweetheart", "Smiles" and "Til We Meet Again". The 7 pm recital is free and will be held rain or shine.

The summer recital series is funded by the Wingate Foundation in memory of the first Alfred University carillonneur, Dr. Ray Wingate, who served AU as professor of organ for 56 years and carillonneur for 31 years.

Submitted by: Laurel Buckwalter

[back to top](#)

Goodie Bags/Giveaways for Incoming Students

The Orientation check-in team will be providing goodie bags again this year for our new students, which we give away at new student check-in day on Thursday, August 23th. Students love these bags and it's a great way to get your office or area name out there.

If you'd like to contribute, plan on bringing 500 of whatever you're contributing. Bags will be stuffed on Aug. 22 starting at 1 p.m. sharp in the Joyce Walton Center. If you can also help stuff the bags that would be cool too. (We realize not everyone is able to do this but it doesn't hurt to ask.) Thank you.

Submitted by: MT Sick

[back to top](#)

Job Posting

Employment Opportunity:
Visiting Instructor/Assistant Professor of Anatomy & Physiology
Division of Biology

Link: [Vstg. Instr/Asst Professor Anatomy/Physiology Posting](#)

Submitted by: Connie Lewis

[back to top](#)

Observatory open nights on hold

Due to repair and construction work, the observatory openhouses have been put on hold. To find out when we open again, please check the observatory Facebook page

Link: [Stull Observatory Facebook page](#)

Submitted by: David Toot

[back to top](#)
