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TODAY

TOMORROW

SATURDAY

Career Development Center closed Thursday, June 14

The Career Development Center office will be closed all day on Thursday, June 14, while staff attend a conference. We apologize for any inconvenience.

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ITS Helpdesk Friday Summer Hours

ITS Helpdesk Office will be taking advantage of the summer Fridays of 8 a.m.-12 p.m., beginning June 15 through August 17. As a reminder we are located in room 108 of the Science Center, and our phone extension is 2222.

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Equipment Lending Summer Fridays

Starting Friday, June 15th through Friday, August 17th, I.T.S Faculty and Staff Equipment Lending will be starting the AU summer hours policy and will be open from 8:30 - 12:00. Monday through Thursday hours will continue as 8:30 - 3:30.

Student lending will be closed until the fall semester and reopen August 27th.

Please call X3009 with any questions.

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Office Services Fridays

Office Services will be taking advantage of the summer Fridays of 8 a.m.-12 p.m., beginning June 15. Please have your outgoing mail down to Office Services by 11:30 a.m. Any questions please call x2698.

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Limited cashiering transactions Friday afternoons

Effective Friday June 15 through Aug. 17, the Business Office in Carnegie Hall and Student Service Center (Student Accounts and Registrar) in Seidlin, will remain open during posted summer hours, but will have limited cashiering transactions (hand receipts) after 11:30 a.m. on Friday afternoons.

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PCC Mailroom Fridays

The PCC Mailroom will be taking advantage of the summer Fridays hours of 8 a.m.-12 p.m. being offered beginning June 15. If you have any questions please call x2666.

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Hazardous waste collection

A hazardous chemical waste removal will occur during the first week of July 2007. Please send me your current waste logs by Monday, June 18. Of course, you will/may continue to collect waste in your SAA until Friday, June 29.

Bring the waste to the proper Central Accumulation Area by June 29. A log of the additional waste collected after June 18 must accompany the waste to the CAA. Please use the attached waste log for all waste recording from now on.

Feel free to contact me with any questions.

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Attachment: [Hazardous Waste Log](#)

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Business Office deadlines for year-end

All merchandise and printing/mailing services must be received and invoiced to the University by Monday, June 25, 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 Monday, June 25 to allow time for processing.

All purchasing requisitions are due to the procurement departments ASAP. Remember, even if you have an outstanding PO, if the merchandise is not received by the deadline, it won't be charged to the current fiscal year budget.

One Card charges ~ the transactions that you charge in June and are posted to your account in PaymentNet by June 30 will show on your July statement. The reconciliation schedule for July will be accelerated to get these expenses posted in the current 2006-07 fiscal year.

Your reconciled statement needs to be given to your card manager by Monday, July 9. The card

manager needs to approve and forward the statements to Sue Peck by Tuesday, July 17. The transactions posting to Banner will be done on Wednesday, July 18. It is essential that the proper coding be in PaymentNet before this is posted.

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