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## What's Happening?

[More Events...](#)

TODAY	TOMORROW	THURSDAY
	10:00 <a href="#">Walk-in Hours at the CDC</a>	10:00 <a href="#">Walk-in Hours at the CDC</a>
		6:15 <a href="#">Peaceful Way Yoga</a>
		· <a href="#">Outdoor Track @Ohio Wesleyan</a>

### PCC Mailroom Summer Hours/Noon-12:30 p.m.

The Powell Campus Center Mailroom will be on summer hours from 8 a.m. - 3:30 p.m., closing from noon-12:30 p.m. daily, beginning Monday, May 19, 2014 and ending Friday, Aug. 8, 2014.

If you have any questions please contact the Mailroom at x2666.

Submitted by: Susan Peck

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### Summer 2014 Hours Announced

Starting Monday, May 19 and continuing through Friday, Aug. 8 the University will again follow a summer work schedule.

Official summer business hours for offices will be 8 a.m. to 3:30 p.m. Please speak with your supervisor for your department's schedule.

Should you have any questions, please contact Mark Guinan in the Human Resources Department.

Submitted by: Mark Guinan

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### **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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### **Fire Alarm Testing This Week**

Annual fire alarm testing for campus will start Monday the 19th of May. This will continue throughout the week starting with residence halls and ending with academic buildings.

This testing is mandated by the State of New York and is needed to keep our campus safe.

Thank you for your cooperation.

The Physical Plant

Submitted by: Deborah Clark

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### **It's Time to Honor Our Retirees and Recognize Service Milestones**

The Annual Retiree Recognition and Service Award luncheon will be held in Ade Hall at noon on Thursday, May 22, 2014. Won't you join us as we say good-bye and best wishes to several of our friends who are embarking on the next phase of their lives and say thank you to others who have reached milestones in their service to the University?

Please, if you haven't already done so, email [guinan@alfred.edu](mailto:guinan@alfred.edu) if you plan to attend so that we can assure that there is plenty of food for all.

Attached is a list of those persons we are recognizing. We hope to see you there.

Attachment: [Honorees\\_YOS\\_Awards.doc](#)

Submitted by: Mark Guinan

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### Telephone Requests/Work Orders

Dick Stuart, Telecom Technician for Alfred University has retired. All campus telephone issues and requests are to be emailed to [auphone@alfred.edu](mailto:auphone@alfred.edu).

Please be sure to include the extension number, name, building, and room number along with a description of the phone request required.

If you have any questions, please contact Mary Lou Coleman, x2806.

Submitted by: Mary Lou Coleman

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### Art's Spot Summer Hours

Art's Spot, located on the third floor of Powell Campus Center, is open from 8:30 a.m.-1:30 p.m. Monday-Friday.

Our menu features: gourmet coffee, pastries, sandwiches, salads, and smoothies.

MasterCard, Visa, and Discover accepted. Fiat Bux also accepted and can be purchased at Art's Spot; use Fiat Bux and don't pay sales tax!

Submitted by: John Dietrich

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### AU Alumnus to Perform at Wellsville Library

Concert: Ade Adu, AU Class of 2000/Singer/Songwriter  
Thursday, May 22 at 7 p.m.  
Nancy Howe Auditorium  
David A. Howe Public Library  
155 N. Main St., Wellsville  
585-593-3410

Join us as local acoustic guitarist and singer Ade Adu, a member of the AU Class of 2000, performs at the Howe Auditorium. A master of a wide variety of musical genres, his influences include Tracy Chapman, Bob Marley, and the Dave Matthews Band.

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

Submitted by: Deborah Clark

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### **Green Tip of the Week**

Maximize computer efficiency.

Computers in the business sector waste \$1 billion worth of electricity per year, so make it a habit to turn off your computer - and the power strip it's plugged into - when you leave work for the day. Otherwise you'll still be burning energy even if you're not burning the midnight oil.

During the day, setting your computer to go to sleep during short breaks can cut energy use 70%. Remember, screen savers don't save energy.

From the Council on Green Efforts

Submitted by: Autumn McLain

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