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What's Happening?

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TODAY	TOMORROW	WEDNESDAY
7:00 Girls' Basketball Camp	7:00 Girls' Basketball Camp	7:00 Girls' Basketball Camp
8:30 Creative Writing High School Institute	8:30 Creative Writing High School Institute	8:30 Creative Writing High School Institute
Entrepreneurial Leadership High School Institute	Entrepreneurial Leadership High School Institute	Entrepreneurial Leadership High School Institute
Western Equestrian Camp	Western Equestrian Camp	Western Equestrian Camp
1:00 Theater workshops for young people	1:00 Theater workshops for young people	1:00 Theater workshops for young people
4:00 Summer theater experience for high school students	4:00 Summer theater experience for high school students	4:00 Summer theater experience for high school students
· Second Summer School session starts	· 48-Hour Challenge	· 48-Hour Challenge
· 48-Hour Challenge	· Theater Day Camp	· Theater Day Camp
· Theater Day Camp	· Hazardous waste removal deadline	
· Summer Session II Begins Today		

Business Office deadlines for year-end

All merchandise and printing/mailling services must be received and invoiced to the University by Monday, June 25 (TODAY), 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 (TODAY) 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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Hazardous waste removal deadline moved up

Due to a change in our vendor's schedule, we need to move the date of the hazardous waste removal deadline to Tuesday, June 26 (instead of the 29th).

Please ensure all hazardous waste is in the applicable Central Accumulation Area by June 26 and all inventories are delivered to Michele Mitchell by that date as well.

Thank you for your cooperation,
Cherise Haase
Environmental Health and Safety Coordinator

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Summer School - Session II Begins Today

Summer Session II classes begin this week.

Link: [Summer School Web Page](#)

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Student Blog from Cannes Advertising Festival

Three Alfred University students attending the Cannes Lions International Advertising Festival this month in France will post about their experiences on a daily blog hosted by the Rochester Chapter of the American Marketing Association.

To read more, go to site below:

Link: [Cannes Advertising Festival Blog](#)

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Allegany Arts Association Summer Festival

Allegany Arts Association Summer Arts Festival
Free for students in Allegany County - age limits apply
Preregistration required - listing posted at stoneflowerpottery.com
Funded by the Youth Bureau and the people and businesses of Allegany County.

Attachment: [Allegany Arts Classes](#)

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