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TODAY	TOMORROW	FRIDAY
10:00 KleinReid ceramics		3:30 Book signing 4:00 'Change and Thrive' 5:00 'Flavors of Alfred'

Plan to attend 'Change and Thrive'

The Women's Leadership Center presents ...

"Change and Thrive"
Friday, June 8
4 p.m.
Knight Club

Susan M. Rogers '77
Executive Vice President
WXXI Public Broadcasting Council
Rochester, New York

Reception and Discussion immediately
following on the Knight Club terrace.

Sponsored by the Women's Leadership Center's Women of Influence Speaker Series and Alumni and Community Relations.

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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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Gaming Board

Use the Gaming Board to organize LAN parties, card games, or even sporting events. Great for X-Box (need I say Halo 2?), PS2, Dungeons and Dragons, intramural sports, and computer games.

Link: [Gaming Board](#)

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