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| TODAY | TOMORROW | FRIDAY |
|-------|----------|---|
| | | 11:00 Guest List: Ceramic Ware from the Gill Collection |
| | | 5:00 Sampler of Alfred-area Eateries at McLane |

Year-end Cut-off Dates for Business Areas

Business Office:

Friday, July 8 - All transactions such as corrections, transfers, budget adjustments, year-end accruals, etc. submitted for fiscal year 2015-16.

Office & Procurement Services:

Friday, May 27 - All requisitions are due for fiscal year 2015-16.

Thursday, June 30 - All Merchandise must be received for fiscal year 2015-16.

Accounts Payable:

Thursday, June 30 - All merchandise and services must be received and invoiced to the University for fiscal year 2015-16.

Friday, July 8 - The cutoff date for travel expense forms that account for travel through June 30 for fiscal year 2015-16.

Friday, July 8 - Invoices for fiscal year 2015-16

University One Card Reconciliation for June:

Friday, June 17 -Last day for purchases on credit card for fiscal year 2015-16.

Friday, July 8 - Card holder review and send paperwork to card manager.

Wednesday, July 13 - Card manager approve and send paperwork to Program Administrator.

Submitted by: Jodi Howe

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Change in Accounts Payable Payment Processing

In an effort to increase productivity and improve efficiencies, the Business Office is transitioning to one check run per week. Currently, the Business Office processes payments on Tuesdays and Thursdays.

Starting the first week of July, payments will only be processed on Thursdays. Invoices will need to be received by the Business Office by end of day on Tuesdays in order to be processed in that week's check run.

If you have any questions, please feel free to contact Jodi Howe in the Business Office.

Submitted by: Jodi Howe

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Used Electronics and Scrap Metal Removal

Please search out all unwanted electronic equipment that would qualify for recycling based on the AU Electronic Disposal Policy. Office equipment, non-alkaline rechargeable batteries, and scrap metal will also be collected for recycling.

Submit Electronics and Scrap Metal Disposal Survey Form(s) to Dean Perry no later than Wednesday, 6/8/2016 - perrydr@alfred.edu or Myers Hall, Rm. 117.

Chairperson, Supervisor or designee should coordinate department survey efforts to eliminate duplicate submissions.

Collection of material will take place Thursday, 6/9/2016. Place a sign or label material "For Electronic Recycling" and store in an easily accessible area. On the survey, provide the specific material storage location, name and phone number of contact person. NYSCC personnel should submit survey as outlined above but place material for recycling in the hallway outside of your door.

Contact Dean Perry for questions, X2196. The policy and form can be found on the EHS web site: <http://our.alfred.edu/ind...>

Link: [EHS Web Site](#)

Submitted by: Dean Perry

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Health & Wellness Center Closed for Open Rec on Reunion Weekend

The Health & Wellness Center will be closed for open recreation hours Thursday 6/9 - Sunday 6/12.

The facility will resume normal summer hours Monday, June 13.

Submitted by: Tony Aquilina

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Fitness Center Extended Hours Reunion Weekend

The Fitness Center will extend hours and be open from 8 A.M. - 4 P.M. Saturday, June 11 for Reunion Weekend.

Submitted by: Tony Aquilina

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Concert: Wellsville High School Music Program

Thursday, June 9 at 7 p.m.
Nancy Howe Auditorium
David A. Howe Public Library
155 N. Main St., Wellsville
585-593-3410

The Wellsville High School vocal groups, under the direction of Cody Hampton, and various instrumental ensembles, will present a variety of musical selections guaranteed to make you proud of our musical youth.

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

Submitted by: Deborah Clark

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