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TODAY

TOMORROW

FRIDAY

### 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 &amp; 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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### New Mail Process Form

In order for the University to keep up with USPS mailing standards, a new mail form has been created by Procurement Services. A contents section has been added for ongoing safety precautions. Please use this form for all of your metered mail requests.

Metered mail is processed on the first floor of Greene Hall in Procurement Services.

Attached is the new form. However, for your convenience, there will be new ones available at Procurement Services.

Attachment: [New Mail Process Form](#)

Submitted by: Cheryl Foster

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### Room Reservations

If you'd like to reserve Howell Hall or Powell Campus Center for an event taking place between today and Sunday, Aug. 7 reservations should be done with Bonnie Dungan at Summer Programs. If the reservation is for Aug. 8 or after please contact [CSI@alfred.edu](mailto:CSI@alfred.edu).

Submitted by: Eliza Ordway

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