



Maryanne Vigneaux/Lib
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To Maryanne Vigneaux/Lib@SUNYSB
cc
bcc F.Jason Torre/Lib
Subject Library Bulletin, October 7, 2002, Number 1309

MESSAGE OF SYMPATHY:

Joann Cicerello's father died on October 3rd. The family is having a private memorial service. If you wish to send condolences to Joann a card is available to be signed. (located in a folder in Maryanne's work area) Sherry will mail this card from Library staff. Of course, if you prefer, you can send your own message.

PRINTING REQUISITIONS:

As you are probably aware, Printing Services in Administration closed for operation. Printing jobs are done in several locations depending on the type of work. All requisitions are in the Director's Office and need to be signed by an assistant director before being routed. Please submit them to Maryanne or Linda. We keep a record of the requests and give each one a number to track it.

- 1) We are using Kinkos for requests that are basically duplicating an existing copy in black/white/or color. They are conveniently located in the basement of the Library. Amounts under 2,000 need to be picked up at Kinkos. It is suggested you call them in a day or two after your requisition is placed.
- 2) Requests for forms with SUSB #'s at the bottom go off campus to Wallaces in Jericho, LI. You need to allow about 2-3 weeks to receive them! Plan ahead.
- 3) Business cards and business stationery are currently being done at Maryhaven in Port Jefferson. The request has to go to Procurement before it is sent to Maryhaven so again you need to allow about 2-3 weeks to receive the order!

If you receive an invoice attached to your order please give it to Linda or Maryanne. Thank you



This way to Kinkos, Wallaces, or Maryhaven!