

OCDEM BULLETIN



FOR UNIVERSITY STAFF

WEEK COMMENCING 22 JULY 2019

ISSUE NO 197

SEMINARS

WEDNESDAY SEMINAR

There is no Wednesday Seminar this week.

FRIDAY SEMINAR

There is no Friday seminar this week.

MEDICAL GRAND ROUNDS

There is no medical grand rounds this week

WELCOME



Welcome to Sebastian Lewis who is a UNIQ student and will be with the Ray Group until 10th August.



OCDEM BUILDING MAINTENANCE ISSUES

All problems with maintenance in the building including cleaning should be emailed to ocdemfacilities@ocdem.ox.ac.uk



The 2018/2019 Financial Year End is rapidly approaching so I would like to point out the deadlines that must be adhered to in order to meet the dates set by the University Financial Controller.

Week commencing 22nd July 2019

All **sales invoice requests** for services etc. that have taken place this year must be with Karen Parish by **close of business Friday 26th July**.

Most importantly, **purchasing will shut down from Wednesday 24th July until Monday 5th August** so please make sure you place orders in advance to ensure you have everything you need to cover this close down period. We will not be able to process orders during this period except under very, very exceptional circumstances – which DOES NOT include you having forgotten to order something.

You are reminded to **sign and date (in ink!!)** delivery/goods received notes on receipt of goods and to get them to the Finance Section as soon as possible – preferably on the same day the goods are received.



It's Pippin Doughnuts time again. They will be delivered on Thursday and the flavours this month are as follows:

Mixed berry jam
Vanilla custard
Chocolate
Cinnamon and brown sugar
Lemon curd
Chocolate and coconut
Strawberries and custard
Butterscotch and hazelnut
Apricot Jam

The price is £1.10 per doughnut. If you/your group wants to put in an order can you please provide Karen Parish with the details by **10.00 am on Tuesday** along with the relevant money. Karen will take delivery of the doughnuts on the day.

HEALTH AND WELLBEING



YOGA IN THE WORK PLACE:

13.00-14.00 Robert Turner Lecture Theatre

July - 23rd and 30th
