

A Quarterly Newsletter  
from the Division of Finance.  
The University of Pennsylvania



## New Vice President Finance & Treasurer

Craig Carnaroli, director of the Health Care Finance Department at Merrill Lynch & Co., has been named Vice President for Finance and Treasurer at Penn by Executive Vice President John A. Fry.

As Vice President for Finance and Treasurer, Mr. Carnaroli is responsible for the University's financial planning processes and coordinates the financial activities for the University and its component parts. He is directly responsible for the offices of the Comptroller, Treasurer, Investments, Financial Training, Student Financial Services, Risk Management, Research Services and Acquisition Services.

"Craig is an outstanding financial executive, who has spent his entire career in public finance investment banking, working primarily with hospitals and colleges and universities," said Mr. Fry. "His expertise in these areas will enable him to lead the Division of Finance forward in a strategic and progressive manner, as well as enable him to play a key role in planning financial strategies for the University and the Health System."

Mr. Carnaroli joined Merrill Lynch in 1995, where he led a team of professionals responsible for structuring and marketing tax-exempt and taxable debt issues for non-profit education and healthcare institutions. During the course of his investment banking career, Mr. Carnaroli raised over \$5 billion of capital for non-profit institutions. His accomplishments include the implementation of a debt recapitalization for an academic health system, the introduction of a new credit to the capital markets through the formation of an obligated group comprised of community-based Catholic hospitals, and development of a rating agency strategy resulting in the first "Aaa/AAA" rating for a private secondary school. For the past year, he has been advising the University and its Health System on a broad range of financial strategy, rating agency and institutional investor relations issues.

Mr. Carnaroli came to Merrill Lynch from CS First Boston, where he had served most recently as Vice President, Municipal Securities Division. While at CS First Boston, he assisted the University in the development of the Health System's borrowing structure through the development of the Master Trust Indenture. He joined CS First Boston in 1985.

He received a B.S. in Economics cum laude from the Wharton School, and an M.B.A. from the Stanford University Graduate School of Business.

From the *Almanac* dated January 11, 2000

## WEB PAGES

### Comptroller's Office

[www.upenn.edu/comptroller](http://www.upenn.edu/comptroller)

[www.upenn.edu/comptroller/travel](http://www.upenn.edu/comptroller/travel)

[www.upenn.edu/comptroller/disbursements/payroll](http://www.upenn.edu/comptroller/disbursements/payroll)

### New! Financial Training Department

[www.upenn.edu/vpfinance/fintrng](http://www.upenn.edu/vpfinance/fintrng)

### Acquisition Services (Purchasing)

[www.purchasing.upenn.edu](http://www.purchasing.upenn.edu)

### Student Financial Services

[www.upenn.edu/sfs](http://www.upenn.edu/sfs)

### Treasurer's Office - Cashier

[www.upenn.edu/treasurer/cashinfo](http://www.upenn.edu/treasurer/cashinfo)

### Vice President for Finance

[www.upenn.edu/vpfinance](http://www.upenn.edu/vpfinance)

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## Information Systems & Computing

[www.upenn.edu/isc](http://www.upenn.edu/isc)

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## FinMIS II Progress Update

As Penn's financial management systems evolve, they will greatly enhance business and financial processes by introducing web-based systems and self-service applications, such as electronic commerce. Improvements described in this issue of *The Bottom Line* will:

- extend access to information to a wider circle of users through web-based reports; and
- provide more useful Revenue & Expense Inquiry results.

As the project progresses, functions with user-friendly capabilities will be added, including:

- a web-based travel reservation system;
- an automated travel reimbursement process;
- streamlined purchasing processes, incorporating electronic invoice images and web-based e-commerce.

### *BEN: FinMIS II's New Name*

Introducing BEN, Business Enterprise Network, the new name for Penn's business and financial management systems. We believe the name better reflects the scope of the FinMIS II project, which encompasses enhancements to FinMIS; new web-enabled tools, technologies, systems and processes; a new support structure for users of business and financial systems; and an emphasis on self-service. Self-service capabilities increasingly will, for example, allow authorized staff and faculty to view financial and research information, make online purchases and travel reservations, and perform other functions.

### *BEN Representatives, a working group*

A campus-wide communications initiative is underway to assist all Schools and Centers with implementation planning and preparation for BEN. A significant component of this initiative is the establishment of a "working group" in which a representative from every School and Center participates as a liaison between the project teams and his or her School or Center.

These "BEN Reps" will interpret the impact of the changes for their Schools/Centers and disseminate to their colleagues information concerning the new applications and transition plans. At all times, one key member of each School and Center will be aware of progress and able to anticipate changes and offer important feedback to the project teams. This active leadership strategically will enable each School and Center to successfully plan for and implement BEN and take advantage of its benefits.

### *New Team Members*

Readers of the FinMIS II progress report in the September, 1999, issue of *The Bottom Line* may recall that we adopted an integrated development approach to minimize the impact of change on end users while leveraging software and technology advances. To carry out this strategy, we created multiple interrelated project teams, which we introduced in the fall, along with their leaders and their responsibilities for developing the new functions and applications. Since then, new members have joined the original group.

- The E?IT (E-Commerce, "EDI", Imaging, and Travel) Team has several new members, including:
- for Imaging, Roxanne Bataitis, the Functional Team Leader, and Dorothy Sperock, the Technical Team Leader.
- for Travel, Susan Storb, the Functional Team Leader.
- Joining the Long Term Reporting Strategy Team are Technical Co-Leaders Amy Miller and Tad Davis.
- Paul Weidner heads the Training Team.
- Edda Katz and Martha Maran lead the Communications Team.

### *Recent Accomplishments*

Since our last update, we have reached several significant milestones.

#### NCA Pilot

The recent pilot previewing a web-enabled, graphical version of FinMIS has concluded. Although the piloted version will not be released campus-wide, the next release of FinMIS will be similar to it in look and feel. The feedback from pilot participants will be invaluable in evaluating training requirements as we go forward.

#### Revenue & Expense Inquiry

Two enhancements to Revenue & Expense Inquiry were released in February:

- Capture of pending transactions. Balances on the Revenue & Expense Inquiry screen now include "pending transactions," transactions that are reserved, but not yet posted. Pending transactions are also included on the "Transaction Summary by Period" and "Transaction Detail by Period" screens.

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## FinMIS II Progress Update (cont.)

- Transaction Detail by Period screen. This screen now summarizes transaction detail so that it matches exactly the detail in a standard FinMIS 156.ORG report for the same period. For example, rather than showing the cost of individual line items on a P.O. or invoice, the modified screen shows the total amount along with other useful information, such as the P. O. number, invoice number, and vendor name.

More information on these enhancements can be found at:

[www.upenn.edu/comptroller/FinMIS/FinMISII/euinfo/](http://www.upenn.edu/comptroller/FinMIS/FinMISII/euinfo/)

FinMIS users who have not yet explored BEN's Revenue & Expense Inquiry, please note that certain hardware and software requirements must be met. BEN's new graphical features require that a software program, called JInitiator, be downloaded and installed on your computer. For more information and instructions, click on the Desktop and Browser Requirements link at:

[www.upenn.edu/comptroller/FinMIS/FinMISII/](http://www.upenn.edu/comptroller/FinMIS/FinMISII/)

### *Coming Soon*

#### BEN Reports

Imagine being able to turn to a single online source for rapid answers to questions, such as "How much did we budget and spend on salaries for this fund?" or "Exactly where did the money go?" or "Who did we actually pay and how much?". This convenience is precisely the goal of BEN Reports, a new web-based framework that makes crucial business information available to a broader audience, including authorized faculty and staff. Pilot testing of BEN Reports begins in March, followed by a University-wide rollout.

The initial reports to be delivered are:

- Budget and Actual Comparisons, offering users access to the Data Warehouse without the use of complex query tools (such as Business Objects); eliminating the need to pore over multiple FinMIS and Salary Management reports; providing the ability to "drill down" to the detail in a ledger account or look at employee payments; and exporting results to the desktop in several formats.
- Research Protocols, making protocol status and approval information available to principal investigators and administrators, thereby saving time and improving information flow in the proposal preparation process.

BEN Reports will assist users with a wide range of reporting processes and will save time for even the most experienced users. Look for additional reports every few months.

#### Invoice Imaging

Document imaging technology is being incorporated into the University's Accounts Payable processes.

Currently the Accounts Payable (AP) department enters, tracks, faxes, files, and copies invoices - handling more than a million pieces of paper each year throughout the invoicing process. As a further complication, many invoices are placed on hold, with alerts sent to users notifying them of discrepancies. It is estimated that some users spend 5% to 10% of their time researching and resolving invoice problems.

This summer, many of these end user tasks will become easier with the introduction of "Invoice Imaging." Invoices will be scanned and the resulting electronic documents integrated into the AP process. Users in Schools and Centers will be able to view invoice images via their web browser and resolve problems more quickly and easily.

In addition, Invoice Imaging will significantly reduce storage space requirements as well as the volume of faxing, filing, and retrieval activity inherent in the current paper-based processes. Fewer lost documents, more efficient audits, and easier inquiries are anticipated. The new process will also streamline workflow and enhance customer service to faculty, staff, and students.

The target date for making imaged invoices available to users in Schools and Centers is early-Summer, 2000.

#### End User Support

An improved University-wide end user support structure is being implemented for users of financial systems. The three-tiered model provides a way for users to get answers to operational and transactional questions by placing a single phone call to a help-desk number.

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## FinMIS II Progress Update (cont.)

Calls to the help desk are immediately routed to a Financial Support Provider (FSP) best suited to answer the question (tier one). The FSP may be local to a School or Center or within the central administration. Questions that a tier one FSP is unable to answer are routed to a second-tier FSP, or subject matter expert. System-related problems and errors are forwarded promptly to Information Systems and Computing (ISC), or tier three, for correction. Both local and central FSPs access a central database for answers to questions and other pertinent information. As new problems arise, the FSPs enter their questions and solutions into the database, and this information is then available to all FSPs across campus. No more “re-inventing the wheel” to get answers!

The end user support structure will be an invaluable resource for all BEN users, offering more reliable, accurate, consistent, and prompt responses and faster resolution of problems, as well as reducing the time individuals spend answering their colleagues’ questions.

Bob Lee has been recently hired as the Help Desk Administrator. Bob has a solid background in customer service/call center operations and technical help desk support. He will work with the FSPs to tailor both the rollout plans and the support model to meet Schools’ and Centers’ needs. Additionally, Bob will manage the support structure, act as liaison to Schools and Centers, and oversee the standardization and accuracy of the information in the central database.

A few Schools and Centers will pilot the new end user support structure this spring, with a complete roll out planned for the summer and fall. We will keep the campus community apprised of the schedule along with any information needed to help all BEN users derive full benefits of the improved support structure.

### *Future Information about the BEN System*

Continue to look for updates about the BEN system in the next issue of The Bottom Line and other campus publications and news outlets. Also, watch for a web site, coming during the second quarter of 2000.

## Financial Training Calendar for March - May, 2000

[www.upenn.edu/vpfinance/fintrng](http://www.upenn.edu/vpfinance/fintrng)

MARCH, 2000

Monday	Tuesday	Wednesday	Thursday	Friday
28 FinMIS Gen Ledger 9:00 - 1:00	29 FinMIS Gen Ledger 9:00 - 1:00	1 FinMIS Gen Ledger 9:00 - 1:00	2 FinMIS Gen Ledger 9:00 - 1:00	3
6 FinMIS G/L Stand Alone 9:00 - 1:00	7 FinMIS G/L Stand Alone 9:00 - 1:00	8 FinMIS G/L Stand Alone 9:00 - 1:00	9 FinMIS G/L Stand Alone 9:00 - 1:00	10 FinMIS G/L Stand Alone 9:00 - 1:00
13 Payroll/Personnel 9:00 - 1:00	14 Payroll/Personnel 9:00 - 1:00	15 Payroll/Personnel 9:00 - 1:00	16 Payroll/Personnel 9:00 - 1:00 COA 1:30-4:30	17 Payroll/Personnel 9:00 - 11:30
20 FinMIS Purchasing 9:00 - 1:00	21 FinMIS Purchasing 9:00 - 1:00	22 FinMIS Purchasing 9:00 - 1:00 Procard 9:30-11:00	23 FinMIS Purchasing 9:00 - 1:00; Contract Neg. 10:00 - 12:00	24
27 FinMIS Gen Ledger 9:00 - 1:00	28 FinMIS Gen Ledger 9:00 - 1:00	29 FinMIS Gen Ledger 9:00 - 1:00 Procard 9:30-11:00	30 FinMIS Gen Ledger 9:00 - 1:00	31

APRIL, 2000

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6	7
10 Payroll/Personnel 9:00 - 1:00; Freeze Grants 1:00-3:00	11 Payroll/Personnel 9:00 - 1:00	12 Payroll/Personnel 9:00 - 1:00 Procard 9:30-11:00	13 Payroll/Personnel 9:00 - 1:00 COA 1:30-4:30	14 Payroll/Personnel 9:00 - 11:30
17	18	19	20 COA 1:30-4:30	21
24 FinMIS Purchasing 9:00 - 1:00	25 FinMIS Purchasing 9:00 - 1:00	26 FinMIS Purchasing 9:00 - 1:00 Procard 9:30-11:00	27 FinMIS Purchasing 9:00 - 1:00	28

MAY, 2000

Monday	Tuesday	Wednesday	Thursday	Friday
1 FinMIS Gen Ledger 9:00 - 1:00	2 FinMIS Gen Ledger 9:00 - 1:00	3 FinMIS Gen Ledger 9:00 - 1:00	4 FinMIS Gen Ledger 9:00 - 1:00	5
8 Payroll/Personnel 9:00 - 1:00	9 Payroll/Personnel 9:00 - 1:00	10 Payroll/Personnel 9:00 - 1:00 Procard 9:30-11:00	11 Payroll/Personnel 9:00 - 1:00	12 Payroll/Personnel 9:00 - 11:30
15	16 Freeze Grants 10:00 - 12:00	17 Procard 9:30-11:00	18 COA 1:30-4:30	19
22 FinMIS Purchasing 9:00 - 1:00	23 FinMIS Purchasing 9:00 - 1:00	24 FinMIS Purchasing 9:00 - 1:00	25 FinMIS Purchasing 9:00 - 1:00	26
29	30 FinMIS Gen Ledger 9:00 - 1:00	31 FinMIS Gen Ledger 9:00 - 1:00	FinMIS Gen Ledger 9:00 - 1:00	FinMIS Gen Ledger 9:00 - 1:00

Please note: Training dates and times are subject to change.

## FINANCIAL TRAINING DEPARTMENT

*The Department of Financial Training provides members of the university community with programs focused on the University's financial processes, procedures and systems. These programs cover a wide range of topics which include: the University's financial management information system, purchasing items at the University, budgeting processes and the University's General Ledger and the payroll system. Many of the Department's programs have pre-requisites for attendees and all are offered FREE OF CHARGE.*

*Please note: All FinMIS training requires your Supervisors and System Access Administrators approval. See the list of System Access Administrators on the last page of this issue.*

<p><b>FinMIS Overview and Chart of Accounts</b></p> <p><b>Prerequisite:</b> None.</p> <p>This 3 hour lecture provides participants with an introduction to the University's on-line financial management information system (FinMIS) as well as an overview of the ways business is conducted at Penn and detailed knowledge of the Chart of Accounts segments. This lecture is the prerequisite to all training in and access to FinMIS.</p> <p><b>Registration:</b> See FinMIS Training Registration form on the web at:  <a href="http://www.upenn.edu/comptroller/Forms/view_tnreg.html">www.upenn.edu/comptroller/Forms/view_tnreg.html</a></p> <p>(One 3 hour session)</p> <p><b>Dates:</b> March 16 <i>or</i> April 20 <i>or</i> May 18</p> <p><b>Time:</b> 1:30 - 4:30 p.m.</p> <p><b>Instructor:</b> Financial Training Department</p> <p><b>Fee:</b> Free of Charge</p> <p><b>Location:</b> TBD</p>	<p><b>FinMIS General Ledger</b></p> <p><b>Prerequisite:</b> FinMIS Overview and Chart of Accounts Overview, FinMIS Purchasing/Navigation</p> <p>This hands-on training takes place over 5 half-days and teaches participants the basic accounting and budgeting processes required conducting business at Penn. Also included are reviews of business processes and policies, Penn preferred methods for processing transactions, and an overview of FinMIS financial reports.</p> <p><b>Registration:</b> See the FinMIS Training Registration form on the web at:  <a href="http://www.upenn.edu/comptroller/Forms/view_tnreg.html">www.upenn.edu/comptroller/Forms/view_tnreg.html</a></p> <p>(Five half-days)</p> <p><b>Dates:</b> March 27, 28, 29, 30 and April 28 <i>or</i> May 1, 2, 3, 4 and 26 <i>or</i> May 30, 31, June 1, 2 and June 23</p> <p><b>Time:</b> 9:00 a.m. - 1:00 p.m.</p> <p><b>Instructor:</b> Financial Training Department</p> <p><b>Fee:</b> Free of Charge</p> <p><b>Location:</b> TBD</p>
<p><b>FinMIS Purchasing/Navigation</b></p> <p><b>Prerequisite:</b> FinMIS Overview and Chart of Accounts Overview</p> <p>This hands-on training takes place over 4 half-days and teaches participants the navigation techniques required to use the on-line financial management information system (FinMIS), and how to enter purchase orders into FinMIS. Additional information is provided on policies and procedures related to the decision making process required prior to entering a purchase order, entering receipts, and after invoicing for reconciliation purposes.</p> <p><b>Registration:</b> See FinMIS Training Registration form on the web at:  <a href="http://www.upenn.edu/comptroller/Forms/view_tnreg.html">www.upenn.edu/comptroller/Forms/view_tnreg.html</a></p> <p>(Four half-days)</p> <p><b>Dates:</b> March 20, 21, 22, and 23 <i>or</i> April 24, 25, 26 and 27 <i>or</i> May 22, 23, 24 and 25</p> <p><b>Time:</b> 9:00 a.m. - 1:00 p.m.</p> <p><b>Instructor:</b> Financial Training Department</p> <p><b>Fee:</b> Free of Charge</p> <p><b>Location:</b> TBD</p>	<p><b>FinMIS Stand Alone General Ledger</b></p> <p><b>Prerequisite:</b> None</p> <p>This course is designed for individuals requiring access to General Ledger but not to Purchasing. This hands-on training takes place over 6 half-days and teaches participants the navigation techniques required to use the on-line financial management information system (FinMIS) and basic accounting and budgeting processes required to conduct business at Penn. Also included are reviews of business processes and, Penn preferred methods for processing transactions, and an overview of FinMIS financial reports.</p> <p><b>Registration:</b> See FinMIS Training Registration form on the web at:  <a href="http://www.upenn.edu/comptroller/Forms/view_tnreg.html">www.upenn.edu/comptroller/Forms/view_tnreg.html</a></p> <p>(Six half-days)</p> <p><b>Dates:</b> June 5, 6, 7, 8, and 9</p> <p><b>Time:</b> 9:00 a.m. - 1:00 p.m.</p> <p><b>Instructor:</b> Financial Training Department</p> <p><b>Fee:</b> Free of Charge</p> <p><b>Location:</b> TBD</p>

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## *FINANCIAL TRAINING DEPARTMENT (cont.)*

<p><b>FinMIS Freeze/Unfreeze Grants</b></p> <p><b>Prerequisite:</b> FinMIS Overview &amp; Chart of Accounts Overview &amp; FinMIS General Ledger</p> <p>This training session is for end users with job responsibilities relating to sponsored programs, who require the ability to freeze and/or unfreeze grants in the on-line financial management information system (FinMIS). This 2 hour lecture teaches participants the mechanics of freezing and unfreezing sponsored programs funds. Also included are reviews of business processes and policies, the functional impact of freezing an account, and an overview of the account closeout process.</p> <p><b>Registration:</b> Participant's name, department name, participant's phone number, participant's e-mail address and the course name should be submitted by the senior departmental business administrator to Sally Buonadona at <a href="mailto:buonadon@pobox.upenn.edu">buonadon@pobox.upenn.edu</a>.</p> <p>(One 2-hour session)</p> <p><b>Dates:</b> April 10 <i>or</i> May 16 <i>or</i> June 27</p> <p><b>Time:</b> 1 - 3 p.m. (4/10); 10 a.m. - 12 p.m. (5/16 &amp; 6/27)</p> <p><b>Instructor:</b> Financial Training Department &amp; Office of Research Services</p> <p><b>Fee:</b> Free of Charge</p> <p><b>Location:</b> TBD</p>	<p><b>Payroll/Personnel System</b></p> <p>This combination lecture and hands-on training takes place over 5 half days and provides participants with a basic understanding of personnel and payroll processes and procedures.</p> <p><b>Registration:</b> Participant's name, department name, participant's phone number, participant's e-mail address and the course name should be submitted by the senior departmental business administrator to Sally Buonadona at <a href="mailto:buonadon@pobox.upenn.edu">buonadon@pobox.upenn.edu</a>.</p> <p>(Five half days)</p> <p><b>Dates:</b> March 13, 14, 15, 16, and 17</p> <p><b>Time:</b> 9:00-1:00</p> <p><b>Instructor:</b> Terry Lafferty, Payroll Manger</p> <p><b>Fee:</b> Free of Charge</p> <p><b>Location:</b> TBD</p>
<p><b>Accounting &amp; Business Certification Program</b></p> <p>The redesign of the Accounting &amp; Business Certification Program is almost complete. We will begin to roll out the redesigned curriculum in April 2000. The course schedule will be published and communicated separately.</p> <p>The ABC program is for all University staff members involved in the financial transactions of their area. The ABC program comprises several courses designed to provide University staff members with the training needed in order to fulfill their fiscal responsibilities with regard to business functions in accordance with internal and external policies, procedures and regulations.</p>	<p><b>Procurement Credit Card (ProCard)</b></p> <p><b>For individuals buying goods and services on behalf of the University.</b></p> <p>This 1 1/2-hour training session provides an overview for the University's procurement credit card program and supplements Chapter 5 of FinMIS General Ledger training. Highlighted will be the ordering process, documentation, disputed transactions, ease of use, restricted commodities, and card misuse. There will also be a demonstration of the on-line ProCard system, including security clearance, FinMIS browse screens, and updating transactions in which the default account number to be charged for the purchase is to be changed.</p> <p><b>Registration:</b> Participant's name, department name, participant's phone number, participant's e-mail address and the course name should be submitted by the senior departmental business administrator to Sally Buonadona at <a href="mailto:buonadon@pobox.upenn.edu">buonadon@pobox.upenn.edu</a>.</p> <p>(1 1/2-hour session)</p> <p><b>Dates:</b> March 15 <i>or</i> March 22 <i>or</i> April 12 <i>or</i> April 26 <i>or</i> May 10 <i>or</i> May 17</p> <p><b>Time:</b> 9:30-11:00</p> <p><b>Instructor:</b> Pat Baxter, Procard Administrator Carol Brandt, Acquisition Services</p> <p><b>Fee:</b> Free of Charge</p> <p><b>Location:</b> Suite 427A, 3401 Walnut</p>



## OFFICE OF RESEARCH SERVICES

Mezzanine Mellon Bldg/3246 898-7269/93/94

### NCURA PROGRAM

#### Indirect Costs for the Lay Audience

March 7, 2000

11:00-3:00 PM

Biomedical Research Building (BRB) II/III Auditorium

421 Currie Blvd.

Indirect costs, or more properly titled, Facilities and Administrative Costs, remain a mystery to many faculty, administrators on the departmental or school/college level, and newcomers to research administration. This program will attempt to unravel the mystery by clearly explaining what indirect costs are, how they are calculated and applied, the types of rates institutions use, and what are the implications of waiving indirect costs on certain projects. The presenters will spend time on other important costing topics such as the principles of allocability, allow ability, and reasonableness. The program will conclude with an interactive conversation about indirect costs and current costing issues.

### NEW WORKSHOP SERIES

Research Services has announced a new series of workshops entitled "Sponsored Programs Administration at Penn". The series consists of seven workshops and is intended for administrative and other support staff in the University who manage grant and contract accounts. The seven workshops are:

- General Proposal Preparation and Processing**
- Contract Negotiations**
- Award Acceptance and Account Set up**
- Project Management**
- Account Closeout**
- Effort Reporting**
- Audit Issues**

The "Contracts Negotiations" workshop will be offered on March 23. This workshop will cover the process of contract negotiations for research contracts, clinical trials, as well as sponsored research agreements. Discussion items include intellectual property issues, publication rights, indemnification, payment terms, and termination provisions. This course is intended for administrators who work with faculty who expect to submit proposals in response the Requests for Proposals for research contracts, clinical trials or industry funded contracts.

To register for this session e-mail Sally Buonadona at [buonadon@pobox.upenn.edu](mailto:buonadon@pobox.upenn.edu).

### News Regarding the Account Information Sheet (AIS)

Distribution of the Research Services Account Information Sheet (AIS) is available through email. The AIS is capable of being delivered to an organizational email account associated with a FinMIS ORG(S) within the University.

Beginning March 1, 2000, AIS email will be delivered, along with corresponding Notices of Grant Award/Award Letters and other relevant documents, as an email attachment in Portable Document Format (PDF). PDF files can be viewed and printed using Adobe Acrobat Reader, which is available free of charge both from the University at [www.upenn.edu/computing/product/net/acrobat.html](http://www.upenn.edu/computing/product/net/acrobat.html) or from Adobe directly.

The email delivery system is based on an organization within the FinMIS account that was set up for the investigator and award. Each account associated with an award creates a separate email.

To setup email delivery of the AIS, send your "generic" email address along with a corresponding list of ORG values to [resserv@pobox.upenn.edu](mailto:resserv@pobox.upenn.edu). One email address can service multiple organizations and an organization can have multiple email recipients. The only requirement is that an email account be established that is not permanently associated with one individual, in order that AIS email addresses not require changes should there be administrative personnel changes within an ORG. Examples of acceptable "generic" mail accounts are [researchgrants@mail.med](mailto:researchgrants@mail.med) or [chemBA@sas.upenn.edu](mailto:chemBA@sas.upenn.edu). An example of an unacceptable address would be [Yournamehere@pobox.upenn.edu](mailto:Yournamehere@pobox.upenn.edu). It is the responsibility of the school/center/department to maintain the email account and the secured access to it.

Problems with any AIS (electronic or hardcopy) forms should be reported to: [ais-prob@pobox.upenn.edu](mailto:ais-prob@pobox.upenn.edu)



OFFICE OF RESEARCH SERVICES

Mezzanine Mellon Bldg/3246 898-7269/93/94

**National Institutes of Health (NIH) Deadlines**

- Mar 1, 2000 - Competing Continuation, Supplemental, and Revised Research Grants, Conferences and Research Career Awards
- May 1, 2000 - All AIDS-Related Grants
- May 10, 2000 - All Institutional National Research Service Awards
- Jun 1, 2000 - New Research Grant, Conferences and Research Career Awards ALL (new, competing, revised and supplemental) Program Project & Center Grants
- Apr 5, 2000 - Individual National Research Service Award (NRSA's)

\* For these specialized grant applications, consult with the appropriate PHS awarding component prior to the preparation of an application, particularly if the requested budget exceeds \$500,000.

**Quarterly Quote**

*It is recorded that upon losing the election in 1945, Churchill was told by his wife, in an attempt to console him, that 'perhaps the loss was a blessing in disguise'.*

*Churchill responded, 'That may be, but I wish it weren't so disguised.'.*

**Computer Training through the Technology Group**

The Technology Training Group (TTG) is a department within the Office of Information Systems and Computing (ISC). TTG helps the Penn community learn and use information technology. TTG works with schools and other units to assess needs and provide training solutions. TTG also develops and coordinates ISC training programs and other learning resources.

**Services**

**Provider-of-Support Training**

Technology training for local support providers and student workers including:

- technical certification classes (i.e. Microsoft MCSE, Novell, Lotus Notes, etc.)
- Penn specific training which is designed to address technical areas that are unique to the Penn computing environment (i.e. UNIX Server Security Training).

**Public Classes and Seminars**

Hands-on classes and seminars on popular software programs and Internet resources (i.e. Microsoft Word, Filemaker Pro, HTML, etc.)

**Self directed Tutorials**

Tutorials for both Windows and Mac platforms.

**Lab/Equipment Rental**

Windows and Macintosh computer labs, a seminar room and projection equipment is available for rental.

**Consulting**

Technology training and presentation development expertise.

Additional information is available:

Phone: (215) 573-3102

Web: [www.upenn.edu/computing/isc/ttg](http://www.upenn.edu/computing/isc/ttg)

E-mail: [learnit@isc.upenn.edu](mailto:learnit@isc.upenn.edu)

## OFFICE OF THE COMPTROLLER

### FinMIS ACCOUNTING SYSTEM CLOSING SCHEDULE

<u>Period</u>	<u>Begin Date</u>	<u>End Date</u>
March - 00	03/01/00	03/31/00
April - 00	04/03/00	04/28/00
May - 00	04/29/00	05/31/00

The cut-off dates for significant business processes are as follows:

<b>Transaction Type</b>	<b>Cut-Off Date for Receipt by Central Office</b>
Cash Receipts	Next to last business day of the period, 12:00 p.m.
Central Gifts Receipts	Next to last business day of the period, 4:00 p.m.
On-Line Journals	Last day of the period, 6:00 p.m.
ProCard Journals*	Last Friday of the period, 6:00 p.m.
Collections	Last Monday of the period, 5:00 p.m.

\* Note that ProCard Journals are imported every Friday and remain unposted for one week to allow ProCard holders to revise the account distribution on-line in FinMIS.

## Join Us In Welcoming Bob Lee, Mary Ann Piccolo and Donald Sokalczuk

**Bob** has joined the Comptroller's Office as the Help Desk Administrator for Financial Systems. Bob's previous position was at Cigna Corporation as the Help Desk Analyst & Training Coordinator. Welcome to Penn, Bob!

**Mary Ann** has also joined the Comptroller's Office as the Corporate Tax Manager. Mary Ann comes to Penn from PriceWaterhouse Coopers where she was the Manager of Tax & Legal Services. Best of luck to you Mary Ann!

**Donald** is the new Accounts Payable Supervisor. Formerly Donald held the position of Manager at Sears. Happy you're here Donald!

## *Penn's Way 2000 Surpasses Goal by 30%*

The Penn's Way 2000 campaign raised a total of \$388,298 this year thanks to the generosity of over 1,600 participants. The goal of \$300,000 was exceeded by \$88,298. Below is a breakdown for the last two campaign years:

	Penn's Way 1999	Penn's Way 2000
Center for Responsible Funding (CRF)	\$ 45,533	\$ 84,467
United Way (UW)	\$197,862	\$303,831
Total	\$243,395	\$388,298

*Many thanks to all who helped to make the campaign a success this year!*



# PAYROLL DEPARTMENT

Payroll Department, 310 FB/6284 898-6301

### Entering Addresses in the Payroll system:

The "Current" address field in the payroll system is to be used for any employees with a local address while they are here at Penn. Therefore it should be used for students, graduate students, post-doctoral fellows and researchers, and anyone here on a temporary basis with a local address different from their domicile.

The "Permanent" address field should be the individuals 'domicile'. A domicile is the address to which a person will return when they leave Penn, the place they call 'home'. The address on the W-4 form and the address in the "Permanent" address field should be the same.

There should never be a Post Office Box or Penn office address in either the current or permanent address fields, or on W-4 forms. The Payroll Office will begin to return any W-4 forms with Penn office addresses, and will not activate any employees with a Penn office address in address fields in the Payroll system.

### W-2s:

The January 25th edition of the Almanac has a written explanation of the 1999 W-2. You can find it on the web at: [www.upenn.edu/almanac/v46/n18/W2Form99.html](http://www.upenn.edu/almanac/v46/n18/W2Form99.html)

### Payroll Website:

The Payroll website has been updated with new information beginning February, 2000. The first two new pages are the "official" Hand Drawn Check Policy and the instructions on Direct Deposit. Please click on "Policies" on our website to view the policies at:

[www.upenn.edu/comptroller/disbursements/payroll/](http://www.upenn.edu/comptroller/disbursements/payroll/)

Keep your eye out for notices of updates to the Payroll website in the future.

### Payroll ListServ:

In an effort to improve communications, we are in the process of creating a Payroll ListServ. Look for special messages in the near future to an email address near you!

## DATES TO RUN SALARY MANAGEMENT (SALMGMT) REPORTS

Run your GRPA and/or GRPS Salary Management Reports on the following dates to match the month's salary actuals and encumbrances to your GL reports for the same month.

To match GL Reports in: Run Salmgmt Reports on any of these dates:

March	Mar	28	-	Apr	3
April	Apr	25	-	May	1
May	May	23	-	May	30

### Why run them on these dates?

These are the Salmgmt reports that contain encumbrances that match exactly to the month-end GL reports. Your snapshot from the system has to be taken between the Tuesday after payroll runs, producing the last weekly check for the month, and before the Monday of the following week. By that last Tuesday, monthly payroll has already run so those actuals and updated encumbrances will be correct. (The secret to determining the dates is the check date, not the week ending date.)

### How do you run these reports?

From the Salary Management main menu

- Enter **RPTS** in the Tran field and press **[Enter]**.

From the Standard Reports menu

- Enter **GRPA** or **GRPS** in the Tran field and press **[Enter]**.

Leave the fiscal year set to the current year.

**Note:** If you are requesting the GRPA report, CNAC must be entered, but all other fields are optional. If you leave a field blank, everything to the right of that field must also be blank (i.e. 260 260 \_ \_ \_ \_ \_ is OK; but 260 2 \_ \_ 5 \_ \_ \_ \_ \_ will not work).



# PAYROLL DEPARTMENT

*Payroll Department, 310 FB/6284 898-6301*

## PAYROLL MONTHLY SCHEDULE FOR MARCH THROUGH MAY 2000

The following schedule establishes due dates for receipt of documents by Payroll and Personnel Records and the deadlines for entering online changes for monthly paid staff for the pay periods indicated:

2000 Pay Period	Monthly Pay Dated	Supporting Documents for New Appts Must Reach HR Records by 12PM	Additional PayForms Due in Payroll by 4PM	Time Reporting by 4PM	DataBase Changes to Existing Records by 5PM
1-Mar - 31-Mar	31-Mar	20-Mar	22-Mar	23-Mar	24-Mar
1-Apr - 30-Apr	28-Apr	17-Apr	19-Apr	20-Apr	21-Apr
1-May - 31-May	31-May	15-May	17-May	18-May	19-May

## WEEKLY PAYROLL SCHEDULE FOR MARCH THROUGH MAY 2000

The following schedule establishes due dates for receipt of documents by Payroll and Personnel Records and the deadlines for entering online changes for weekly paid staff for the pay periods indicated:

2000 Pay Period	Weekly Pay Dated	Supporting Documents For New Appointments Must Reach HR Records by 5PM	Additional Pay Forms Due in Payroll by 5PM.	Time Reporting by 3PM	Database Changes to Existing Records Before 5:00 p.m.
28-Feb - 5-Mar	10-Mar	29-Feb	3-Mar	6-Mar	6-Mar
6-Mar - 12-Mar	17-Mar	7-Mar	10-Mar	13-Mar	13-Mar
13-Mar - 19-Mar	24-Mar	14-Mar	17-Mar	20-Mar	20-Mar
20-Mar - 26-Mar	31-Mar	21-Mar	24-Mar	27-Mar	27-Mar
27-Mar - 2-Apr	7-Apr	28-Mar	31-Mar	3-Apr	3-Apr
3-Apr - 9-Apr	14-Apr	4-Apr	7-Apr	10-Apr	10-Apr
10-Apr - 16-Apr	21-Apr	11-Apr	14-Apr	17-Apr	17-Apr
17-Apr - 23-Apr	28-Apr	18-Apr	21-Apr	24-Apr	24-Apr
24-Apr - 30-Apr	5-May	25-Apr	28-Apr	1-May	1-May
1-May - 7-May	12-May	2-May	5-May	8-May	8-May
8-May - 14-May	19-May	9-May	12-May	15-May	15-May
15-May - 21-May	26-May	16-May	19-May	22-May	22-May
22-May - 28-May	2-Jun	23-May	26-May	30-May	30-May
29-May - 4-Jun	9-Jun	30-May	2-Jun	5-Jun	5-Jun

## From the Office of Student Financial Services

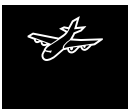
- The last day to submit a work-study Job Appointment Form to the Student Employment Office is Friday, March 31, 2000.
- The 1999-2000 academic year Federal Work-Study Program ends on Sunday, May 21, 2000.



# TRAVEL ADVISORY

Travel Office, 308 FB/6284 898-3307

<p><i>Mileage Reimbursement Rate</i></p>	<p><i>eTravel</i></p>
<p>Effective January 1, 2000 the mileage reimbursement rate for personal vehicles being used for business purposes is 32.5¢ per mile. This rate should be in effect for the entire calendar year. (Mileage reimbursement rate for moving remained unchanged at 10¢ per mile).</p>	<p>The Travel Office will be introducing in the near future an electronic booking product on campus called eTravel. ETravel will allow Penn employees to make air, car and hotel reservations electronically. All the University's negotiated rates will be listed in the system and the reservation system will be accessible 24 hours a day.</p>
<p><i>Major Domestic Airlines Institute Fuel Surcharge</i></p>	<p>Users will be able to access this booking product through the Travel Home page. That location is: <a href="http://www.upenn.edu/comptroller/travel">www.upenn.edu/comptroller/travel</a></p> <p>Stayed tuned for additional information as we roll out this product to the campus community.</p>
<p>Because of increased fuel expenses, most domestic airlines will be adding a \$10 surcharge for one-way flights, or \$20 for round-trips, for domestic travel on or after February 1st.</p> <p>The actions taken by such carriers as Continental, United, American, Delta, and Northwest equate to a price increase for all of their U.S. travel customers. These surcharges will appear over and above published airline pricing.</p>	<p><i>Electronic Expense Management System</i></p>
<p><i>Preferred Airlines</i></p>	<p>The Travel Office is pleased to announce that the University has recently acquired an electronic expense management system. This system will allow us to eliminate the C-1 and C-1A forms as we know them i.e. in their current paper format and make the process electronic. Travelers, business administrators and administrative assistants will be able to log-on the new web-based system and process expense reports electronically.</p> <p>The Travel Office is in the process of customizing and configuring the system to our specifications so look for more information in the coming months.</p>
<p>Don't forget to support our negotiated savings with <b>US Airways</b> and <b>American Airlines</b>. The University discount is available on all domestic US Airways and American flights but must be booked through the Penn Desk at American Express. You can reach them by calling 898-9439 or 1-800-796-7573. We have a savings opportunity of up to 15% on select markets with American Airlines so please take advantage of these savings when making your travel plans.</p> <p>Remember. . . the more we support these discounts the greater these discounts can become.</p>	<p><i>Hotels</i></p>
<p><i>Procedures</i></p>	<p>When traveling to Boston, New York, Washington, D.C. and London check out our great rates at Club Quarters. Club Quarters are small, private hotels for members in select cities. The University of Pennsylvania has joined as an affiliate member which allows all Penn travelers to use any of the hotel properties listed below. The hotels are small, charming and conveniently located. They offer a "club-like" atmosphere and provide many of the amenities necessary for business travel but are priced much less than conventional hotels. The Travel Office encourages everyone to try them.</p> <p>Club Quarters, Washington 839 17th Street, NW, Washington, DC 20006 202-463-6400 Reservations: (215) 282-5100 or 212 575-0006.</p>
<p><b>Vendor numbers</b></p> <p>Please provide vendor numbers on all forms when submitting Request for Payment (C-368) or Request for Reimbursement (C-1) forms. Failure to do so, slows the process and can result in the wrong payee being paid.</p> <p><b>Service fees from Travel Agencies</b></p> <p>Please be advised that effective immediately the University will not pay any service fees charged by a travel agency for domestic airline tickets unless the traveler can prove that by using a non-preferred agency, they were able to secure a lower fare. American Express Travel, the preferred agency for the University, does not charge a service fee for the issuance of any tickets.</p>	<p>CONTINUED ON NEXT PAGE</p>



# TRAVEL ADVISORY

Travel Office, 308 FB/6284 898-3307

Hotels	Philadelphia Hotels															
<p>The Beaux Arts building overlooks Farragut Square, is centrally located to the business district and just two blocks from the White House.</p> <p>Club Quarters, Midtown, NYC 40 West 45th Street, New York, NY 10036 212-354-6400 Reservations: (215) 282-5100 or (212) 575-0006</p> <p>Listed in the National Registry of Historic Places and located directly behind The Penn Club which is located on 44th Street.</p> <p>Club Quarters, Downtown, NYC 52 William Street, New York, NY 10006 212-269-6400 Reservations (215) 282-5100 or (212) 575-0006</p> <p>In the center of the finance district near Wall Street and convenient to Manhattan's lower neighborhoods such as SOHO and Tribeca.</p> <p>Club Quarters, Boston 161 Devonshire Street, Boston, MA 02110 (617) 357-6400 Reservations: (215) 282-5100 or (212) 575-0006</p> <p>Located between Milk and Franklin Streets in the heart of Boston's financial district.</p> <p>Club Quarters, London 7-12 Gracechurch Street, London, UK EC5V ODR 44(0) 171-11620 Reservations (215) 282-5100 or (212) 575-0006</p> <p>Set in the historic district adjacent to the popular Leadenhall Market shopping area.</p> <p>Rates: Rates quoted for single rooms. When requesting a double room a \$13 extra person charge applies to all rates. Prices do not include tax.</p> <p>Cancellation/early departure fee - \$25 after 5PM day prior to arrival; 100% after 5PM day of arrival. Extended stay rates are available upon request.</p> <p>It's quick, it's easy and you have a written confirmation to take with you to the counter.</p>	<p>When making hotel reservations in Philadelphia, please use Penn's own campus hotels first. Information on those properties can be found on the Conference Services' web site at: <a href="http://www.upenn.edu/resliv/conferenceservices.html">www.upenn.edu/resliv/conferenceservices.html</a></p> <p>However, you may want to consider using the Club Quarters property in Center City. Information is listed below.</p> <p><b>CLUB QUARTERS, PHILADELPHIA</b></p> <p>Bringing guests to Philadelphia? Here's some great news about accommodations in Center City.</p> <p>Penn affiliates will find excellent rates at <b>Club Quarters, Philadelphia</b>, located at 16th and Chestnut across from Liberty Place. Penn's Office of Conference Services, through a founding membership with Club Quarters Hotels, is handling reservations at this stylish new property.</p> <p><b>Club Quarters, Philadelphia</b> opened in July of 1999 and offers a warm and inviting "living room", pristine and comfortable guest rooms, and personalized yet efficient service, all in a convenient, quiet location. <b>Davio's</b> is an upscale restaurant and lounge located on the premises, which opened in December to great reviews. Davio's offers lunch and dinner in elegant classical surroundings.</p> <p>The hotel is located in the heart of Center City, with convenient access to the University and UPHS, as well as other Philadelphia destinations.</p> <p><b>Club Quarters, Philadelphia</b> 1628 Chestnut St, Philadelphia PA 19103 Phone: 215-569-3838; Fax: 215-569-3322</p> <p><b>University of Pennsylvania reservations:</b> Phone: 215-898-9319; Fax: 215-573-8452</p> <p><b>Year 2000 Rates*:</b> (Excluding Penn event weekends**) <table border="1" data-bbox="878 1465 1458 1633"> <thead> <tr> <th>Room Type</th> <th>Nightly</th> <th>Weekend/Holiday*</th> </tr> </thead> <tbody> <tr> <td>Executive</td> <td>\$79</td> <td>\$66</td> </tr> <tr> <td>Director</td> <td>\$94</td> <td>\$76</td> </tr> <tr> <td>Efficiency</td> <td>\$109</td> <td>\$96</td> </tr> <tr> <td>One Room Suite</td> <td>\$149</td> <td>\$106</td> </tr> </tbody> </table> </p> <p>*for Penn employee families and personal use on most weekends and holidays. Rates based on availability. **Special rates may apply to Penn event weekends including Penn Relays, Alumni Weekend, Commencement. Rates do not include taxes. Extended stay rates available upon request.</p>	Room Type	Nightly	Weekend/Holiday*	Executive	\$79	\$66	Director	\$94	\$76	Efficiency	\$109	\$96	One Room Suite	\$149	\$106
Room Type	Nightly	Weekend/Holiday*														
Executive	\$79	\$66														
Director	\$94	\$76														
Efficiency	\$109	\$96														
One Room Suite	\$149	\$106														

## *FinMIS SCHOOL/CENTER ACCESS ADMINISTRATOR*

Please include the Access Administrator's name on all FinMIS Training Registration forms.

[www.upenn.edu/comptroller/Forms/forms.html](http://www.upenn.edu/comptroller/Forms/forms.html)

Sch/Ctr	NameSch/Ctr#	Sch/Ctr	Phone	E-mail Address
Annenberg Center	Darlene Sparks	19	8-6704	<a href="mailto:sparksjd@pobox">sparksjd@pobox</a>
Annenberg School	Donna Burdumy	36	8-7053	<a href="mailto:dburdumy@asc">dburdumy@asc</a>
Audit & Compliance	Anna Colasante	78	8-1938	<a href="mailto:annamc@pobox">annamc@pobox</a>
Business Services	Peggy McGee-Pasceri	93,95	8-9302	<a href="mailto:mcgeepas@pobox">mcgeepas@pobox</a>
Dental	Linda Kristekas	51	8-5405	<a href="mailto:linda@biochem.dental">linda@biochem.dental</a>
Development	Joanne Gorman	90	8-8185	<a href="mailto:gorman@ben.dev">gorman@ben.dev</a>
DRIA	Jeannette Parker	24	8-3284	<a href="mailto:parker2@pobox">parker2@pobox</a>
Engineering	Christopher Bristow	13	8-7916	<a href="mailto:bristow@seas">bristow@seas</a>
EVP	Leslie Mellet	98	3-2831	<a href="mailto:melletl@pobox">melletl@pobox</a>
Facilities Management	Kevin Schreengost	96	8-4242	<a href="mailto:kdschrec@pobox">kdschrec@pobox</a>
Facilities Services	Kelly Cassaday	97	8-6644	<a href="mailto:kcassaday@trammellcrow.com">kcassaday@trammellcrow.com</a>
Fels Center	Bonnie Gibson	63	8-6841	<a href="mailto:gibson@pobox">gibson@pobox</a>
Finance	David Valentine	87	8-5422	<a href="mailto:davidv@pobox">davidv@pobox</a>
Finance (SFS)	Michael Merritt	87	8-9971	<a href="mailto:merritt@sfs">merritt@sfs</a>
Grad Ed	Janet Plantan	32	8-3039	<a href="mailto:janetp@gse">janetp@gse</a>
GSFA	Kathy Lorenz	33	3-3679	<a href="mailto:lorenz@pobox">lorenz@pobox</a>
Human Resources	Gary Truhlar	92	8-5896	<a href="mailto:truhlar@pobox">truhlar@pobox</a>
ICA	Cassandra Green	61	8-7108	<a href="mailto:cass@pobox">cass@pobox</a>
Int'l Programs	Julie Shuttleworth	62	8-1644	<a href="mailto:Jshuttle@pobox">Jshuttle@pobox</a>
ISC	Marilyn Jost	91	3-8406	<a href="mailto:jost@isc">jost@isc</a>
Law	Ernie Gonsalves	56	8-6430	<a href="mailto:egonsalv@law">egonsalv@law</a>
Library	Darlene Dziomba	50	8-7567	<a href="mailto:darlene@pobox">darlene@pobox</a>
Medicine	Merceda Lafferty	21,40,88	3-4064	<a href="mailto:merceda@mail.med">merceda@mail.med</a>
Morris Arboretum	Donna Petrelli-Aquino	60	8-2487	<a href="mailto:petrelli@pobox">petrelli@pobox</a>
Museum	Alan Waldt	26	8-4052	<a href="mailto:awaldt@sas">awaldt@sas</a>
Nursing	John Westdyke	06	3-9759	<a href="mailto:westdyke@nursing">westdyke@nursing</a>
President	Janet Dwyer	81	8-0448	<a href="mailto:dwyer@pobox">dwyer@pobox</a>
Provost	Mai Friedman	04,83	8-6841	<a href="mailto:friedman@pobox">friedman@pobox</a>
Public Safety	Florence Griffin	79	8-6696	<a href="mailto:griffin3@pobox">griffin3@pobox</a>
SAS	Sophie Luzecky	02	8-0888	<a href="mailto:sluzecky@sas">sluzecky@sas</a>
Social Work	Delores Bristow	35	8-5527	<a href="mailto:dbristow@ssw">dbristow@ssw</a>
Univ. Life	William Turner	84,85,86	8-4922	<a href="mailto:turner@pobox">turner@pobox</a>
Veterinary	Kelly Ardis	58	8-4597	<a href="mailto:kda@vet">kda@vet</a>
Wharton	Andrea Rollins	07	8-2691	<a href="mailto:rollins@wharton">rollins@wharton</a>

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