Summer Federal Work-Study Matching Share

On January 24, Penn was notified by the Department of Education of its tentative aid program funding levels for 2005-2006. Our allocation of Federal Work Study (FWS) funds will be almost $400,000 less in 2005-2006 than in 2004-2005.

This reduction exacerbates what was already a tight FWS resource picture; we expect to have to transfer funds from our 2005-2006 allocation to 2004-2005 to cover current fiscal year wages. As a result, we project that funds available for the FWS program in FY06 will be insufficient to sustain the program at its current level.

To address this deficit without making cuts to the 2005-2006 academic year program, we have decided to increase the departmental matching share for the summer 2005 FWS Program from 50% to 60%. The academic year matching share will remain at 40%.

The summer Federal Work Study (FWS) Program provides our students the opportunity to find hands-on work experience in the areas of laboratory or clinical research, other research, computer programming/database management, and community service. Our work-study supervisors are also the beneficiaries of the talents the students contribute to various projects. In addition, the student is required to put aside a certain portion of summer savings to cover expenses associated with his/her financial need for the 2005-2006 academic year.

Federal funding for the summer FWS program is secondary to the academic year program. Our first priority must be the academic year, which employees 3,000 students. Consequently, this leaves less federal funding to administer the summer FWS program. The departmental matching share is essential to providing a summer program for the mutual benefit of students and work-study supervisors.

If you have any questions, please e-mail call John Rudolph at rudolph@sfs.upenn.edu.

Bill Schilling, Senior Director of Student Financial Aid
John N. Rudolph, Manager of Student Employment

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**American Express Travel “After Hours” Desk**

Anyone calling the American Express Travel number after normal business hours is given an option to be connected to the after hours desk for a fee of $20 per call. This is a fee that is normally assessed for “after hours” calls and is just being charged back to the customer. If the call is business related, it is reimbursable. Otherwise, it is considered a personal expense.

When you call, the message states:

You have reached the American Express Travel office at the University of Pennsylvania after normal business hours. Office hours are 900AM to 515PM - Monday through Friday.

The “After Hours” desk is for true emergencies and a fee of $20 will be charged to your credit card at the time of the call. To reach this service, please press “1” and you will be automatically connected. Otherwise, please call back during normal business hours. Thank you for calling American Express Business Travel at the University of Pennsylvania.

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**American Cardholders**

You may be receiving a mailing from American Express regarding a recent class action lawsuit under the name of LiPuma vs. American Express. The lawsuit involves the manner in which American Express disclosed foreign currency conversion rates. This lawsuit is also similar to suits brought against other card issuers.

If you received a notice and you incurred substantial foreign currency charges between March 1997 and October 2004, you may want to complete the form and return it to American Express. If you threw out the mailing but still want to file a claim, you can click on the web site below, print out a claim form and mail it prior to April 13, 2005.

This matter is waiting final judgment by the courts and no payment is expected to be made until late next year at the earliest. Payments will be aggregated and sent to Penn and not back to the individual cardholder. Penn is not asking that you submit a claim, leaving it up to each person’s discretion.

For more information on this matter, click here: [http://www.lipumasettlement.com](http://www.lipumasettlement.com)

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**Travel Advances**

We have expanded the section on Travel Advances under Payment Options on the Travel web page. Click here: [http://www.finance.upenn.edu/comptroller/travel/payoptions/advances.shtml](http://www.finance.upenn.edu/comptroller/travel/payoptions/advances.shtml).
Payroll Tax Changes for 2005

Please be advised that the following tax rates and limits have changed for the calendar year 2005.

- Social Security taxable wage base increased to $90,000 (up from $87,900 in 2004)
- Social Security Tax maximum withholding increased to $5,580.00 (up from $5,449.80 in 2004)
- Philadelphia City Wage Tax for Residents - reduced to 4.331% (down from 4.4625% in 2004)
- Philadelphia City Wage Tax Non-Residents - reduced to 3.8197% (down from 3.8801% in 2004)

The new tax rates are effective for all payroll checks dated on or after January 1, 2005.

If you have any questions please call our payroll office at (215) 898-6301 or email our office at Payroll@pobox.upenn.edu

STUDENT FINANCIAL SERVICES

Academic Year 2005-2006 Billing Schedule

Spring 2005 Billing Schedule

<table>
<thead>
<tr>
<th>Mailing</th>
<th>Bill Due Date</th>
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<tbody>
<tr>
<td>Dec. 2, 2004</td>
<td>Jan. 6, 2005</td>
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<tr>
<td>Jan. 12, 2005</td>
<td>Jan. 28, 2005</td>
</tr>
<tr>
<td>Feb. 2, 2005</td>
<td>Feb. 23, 2005</td>
</tr>
<tr>
<td>Mar. 2, 2005</td>
<td>Mar. 31, 2005</td>
</tr>
<tr>
<td>Apr. 6, 2005</td>
<td>Apr. 29, 2005</td>
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Summer 1 2005

<table>
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<tr>
<th>Mailing</th>
<th>Bill Due Date</th>
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<tbody>
<tr>
<td>May 4, 2005</td>
<td>May 27, 2005</td>
</tr>
</tbody>
</table>

Tuition Calculation updates

Summer 1, 2005 begin on April 14, 2005
Summer 2, 2005 begin on June 2, 2005
Fall 2005 begin on June 16, 2005

Note: SRS must be updated and enrollments posted prior to Tuition Calculation updates.

Year End Closing for the Billing & Receivables System is June 15, 2005
The PennERA (Electronic Research Administration) team is pleased to announce that on February 28, 2005, an End-User Support (EUS) system was put in place to serve PennERA users. The EUS system provides users with three ways to get help about PennERA applications and features—via telephone, e-mail, and through the web.

The EUS system was launched in advance of the PennERA system upgrade. The upgrade affects all current users of PennERA modules, including Proposal Tracking, SPIN Plus, and Human Subjects and Lab Animal Protocol Tracking. In addition to EUS availability, all current users will receive direct communications with details on the upgrade implementation timetable, training, system demos, and links to documentation.

**End-user support model**

The PennERA team is poised to support users through the following three methods:

- **Help Line** – Users dial 6-2900 (on campus) or 215-746-2900 (off campus); hours are 9AM-5PM, Monday-Friday. This single help-desk number can be used for all operational and technical questions. Calls are routed to subject matter experts based on the product with which the user needs help. If a call involves a technical problem, it is re-routed to a technical expert. Calls are logged into a shared database where they can be tracked and easily retrieved, ensuring consistent and accurate responses.

- **E-mail** – Questions can be e-mailed to pennerahelp@pobox.upenn.edu. (Users who need help with Account Information Sheets (AIS's) are asked to continue to use AIS-prob@pobox.upenn.edu.)

- **Web** – A web form is available from the PennERA Help page at http://project.pennera.upenn.edu/help.asp. Users enter information that will automatically be directed to subject matter and technical experts in the same manner as the Help Line.

**Near-term initiatives**

In addition to work on the system upgrade and end-user support, the PennERA team continues to make progress on the following near-term initiatives:

- **Faculty/Reviewer Web Interface** – Assessment of the development of a web-based interface for faculty and reviewers to potentially submit/review/track Animal Protocol and Conflict of Interest information.

- **Recommendation for Research Portal** – A recommendation, in alignment with the overall Penn Portal Strategy, for a web portal to serve as one central location for information about research at Penn. The PennERA team is currently finalizing the design for the Research tab on the U@Penn web site.

- **SOMERA Interface** – Interface between PennERA and SOMERA (School of Medicine ERA). Data from SOMERA will be fed to PennERA to create new proposal records in PennERA.

**What’s next?**

After the system upgrade and near-term initiatives are completed, PennERA will move into Phase II of the project, and build on Phase I by delivering enhanced access to information and tools to support Penn's research enterprise. Stay tuned for additional activities in Penn’s full life-cycle system for research project development, support, and management.

**More information about PennERA**

Additional updates about PennERA will be provided throughout the project. For the most current information, please visit the PennERA web site at http://www.pennera.upenn.edu/. If you have any questions, comments, or suggestions, please send an e-mail to pennera@pobox.upenn.edu.

Robin H. Beck,
Vice President of Information Systems and Computing
Andrew B. Rudczynski, Ph. D., Executive Director of Research Services and Associate Vice President of Finance
Joseph R. Sherwin, Ph.D.,
Director of the Office of Regulatory Affairs
Enhancements will be made to the Penn Human Subjects Adverse Events Reporting System (PennAEs) over the coming academic year; the first series of enhancements released on January 21, 2005 included:

1. The addition of “on site” and “patient id” to the search criteria for reporting
   - This allows users to sort reports by patient id numbers as well as to separate reports for just those events occurring at U Penn sites without having to use the spreadsheet download capacity.

2. The addition of Common Toxicity Criteria (CTC) and CTC grade fields to an Adverse Event record and ability to report by CTC criteria while also retaining use of other reporting definitions
   - Cancer researchers found the existing dependency on MedDRA dictionaries unsuitable for their required reporting. Addition of this capability reflects the specific needs of this large group of users.

3. The ability to save the Penn Adverse Event Summary Form as .pdf (Adobe Acrobat) files
   - Many users requested a way of storing and transmitting reports in an electronic format. Adobe Acrobat was chosen to meet this need.

4. The ability to copy adverse events to another protocol to which the user has access
   - This is the ability to copy rather than retype an Adverse Event that applies to several protocols that are all affected by the Adverse Event and are under the user’s purview. This commonly occurs in complex phase 3 studies of drugs in oncology and infectious diseases.

For more information on PennAEs, including training materials and a glossary of terms, visit the PennAEs online help site at http://www.finance.upenn.edu/ftsl/weblearn/PennAEs/index.html.

If you have any questions or would like more detailed information about PennAEs, or if you wish to register to use PennAEs, please send an e-mail to pennaes@pobox.upenn.edu.

NIH Electronic Application Submission

On January 12, 2005, the National Institutes of Health (NIH) began accepting electronic submission of competing grant applications from researchers. The process, called eCGAP (Electronic Competitive Grant Application Process), has been organized such that researchers may work with select commercial service providers to submit their grant applications electronically.

What does this mean for Penn Research Faculty?

While NIH has announced that they will accept competing grant applications through electronic submission, its capability to do so is still limited and has in fact often been problematic for investigators during recent submissions. At the present time, we are not encouraging faculty to submit applications to the NIH electronically through these commercial service providers. There are several issues of which you should be aware, that are detailed below:

- Service providers are supplying their electronic submission services on a fee per use (proposal submission) basis NIH can only accept applications for R01, R03, and R21 mechanisms, which must have modular budgets and cannot include consortia or subcontracts
- Penn was involved in the eCGAP pilot and found that Appendix materials and the inclusion of high-resolution graphics were often problematic
- During the eCGAP pilot year, attempts were made to electronically submit roughly 100 competing proposals nationwide to the NIH; fewer than 45% of those proposals were successfully processed and the remainder had to be resubmitted by investigators via hard-copy

CONTINUED ON NEXT PAGE
All applications to the NIH from Penn researchers must be reviewed and approved internally at Penn prior to submission to the NIH; submitting electronically directly to the NIH bypassing the Penn review and approval system will at the least create problems and delays, and will likely invalidate the application.

At the present time, the Office of Research Services will not be participating in eCGAP because of the cost of submissions and the added burden placed on staff, particularly if the electronic process fails, and in light of the volume of NIH submissions. Because of these issues, we encourage all investigators to continue to use the process they currently use to submit applications, rather than using the NIH eCGAP submission through service providers. Penn is already in the process of building a web-based system for investigators to use that will interface with the NIH system in the future (see below for more information).

Penn's plan for future electronic application submission

One of the initiatives of the PennERA (Electronic Research Administration) project is to develop and implement a Proposal Development application that will allow an investigator to create a complete proposal in a web-based environment here at Penn, route the proposal for internal review and approval online, and then deliver that proposal to the NIH via a system-to-system interface. An upgrade to existing Proposal Tracking software is scheduled in the next several months that will enable us to begin work in earnest on the Proposal Development and electronic submission system. Plans are also underway for handling non-competing electronic submissions to the NIH (eSNAP) using NIH Commons.

More information will be provided as the project develops.

ERS, Penn’s new web-based effort reporting system, was released to a pilot group of seven departments with approximately 200 faculty and staff participants on February 28, 2005. Pilot participants are using the system to report and certify effort for the Fall Semester 2004 reporting period.

The system is designed to assist individuals, paid from sponsored project funds, with reporting and certifying effort on those projects via the web. This replaces the current paper process. ERS is also designed to improve compliance by better meeting the effort reporting requirements of sponsors.

Pilot departments

The following departments were selected to participate in the pilot:

- SAS (0113) History and Sociology of Science
- SEAS (1306) Mechanical Engineering
- SOM (4132) Medical Ethics
- SOM (4231) Department of Medicine, Diabetes/Endocrine Division
- SOM (4532) Pathology Department, Cancer Biology
- SOM (4602) Department of Medicine, Institute on Aging
- SOM (4613) Institute for Environmental Medicine

PennERS recent activity

Recent activity on the PennERS project includes the following:

Approximately 90 Departmental Coordinators previously attended one of three orientation sessions given in November and December.

Acceptance testing of ERS took place during the week of February 7-11.

ERS training was conducted for Departmental Coordinators and Pre and Post Reviewers on February 15 by the software vendor, MAXIMUS, Inc. Certifiers were not required to attend training. Detailed instructions and a "Quick Reference Guide" were provided to assist Certifiers in navigating the system.

CONTINUED ON NEXT PAGE
Faculty who are taking part in the pilot were notified of the pilot roll-out and provided with details regarding their participation. Sessions regarding the principles of effort reporting continue for faculty and their staff.

**Help and end-user support**

The ERS includes HELP Topics, frequently asked questions (FAQs), and a Glossary to assist users. End-user support is also available to pilot participants to answer questions regarding effort reporting principles and to resolve system problems.

**More Information about PennERS**

Additional updates about the PennERS project will continue to be provided. If you have any questions, comments, or suggestions, please send an email to [email].

Robin H. Beck, Vice President of Information Systems and Computing
Kenneth B. Campbell, Comptroller
Andrew B. Rudczynski, Ph. D., Executive Director of Research Services and Associate Vice President of Finance

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**Quarterly Quiz**

Instructions: The following five questions can be answered based solely on information or web addresses contained in this issue of *The Bottom Line*. To participate in the contest, please submit your answers via email to [email] no later than April 1, 2005. Please note that entries will only be accepted via email! Two winners will be selected randomly from all correct responses. Winners will receive a Faculty Club membership for the upcoming year.

1. When is year-end closing for the SFS Billing & Receivables system?
2. What is the web address of the 2005 Purchasing Services Customer Satisfaction Survey?
3. What is the departmental matching share for the Summer 2005 FederalWorkStudy Program?
4. When is the "after hours" fee for the American Express travel desk reimbursable?
5. What is the number for the PennERA Help Line?

Last issue's winners: Tracey Longs and Rozell Jackson Congratulations! We'll be in touch.

Eligibility: Members of the Financial Training Department and previous winners from fiscal year 2005 are prohibited from winning this contest.
DIVISION OF HUMAN RESOURCES

Upcoming Programs

Learning and Education

Further your professional and personal development by taking advantage of upcoming Human Resources programs offered by the department of Learning and Education. Note that you must pre-register for all programs.

Visit the online Course Catalog at http://www.hr.upenn.edu (click on Course Catalog at top of page), or contact Learning and Education at http://www.hr.upenn.edu/learning or 215-898-3400.

March

<table>
<thead>
<tr>
<th>Program</th>
<th>Date/Time</th>
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<tbody>
<tr>
<td>Professional Development Program – Dealing with Change: Individual Transitions in Organizations</td>
<td>March 4, 9am to 4:30pm</td>
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<tr>
<td>Organizations today are experiencing an unprecedented frequency and intensity of change, reorganization, process improvement, innovative technology, new people, and new rules. Learn how to increase your ability to manage the transitions caused by change with less disruption and distress in your life and work.</td>
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<tr>
<td>Professional Development Program – Franklin Covey’s FOCUS</td>
<td>March 8, 9am to 5pm</td>
</tr>
<tr>
<td>Competing priorities. Multiple deadlines. A hundred unanswered e-mails. Sound familiar? If so, you’re not alone. This engaging, highly interactive workshop will help you think differently about how you spend your time and give you the tools to increase productivity, enhance your chances of success, keep focused, effectively manage all the information that comes across your desk, and reduce your stress level.</td>
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<tr>
<td>Brown Bag Matinee – Generations in the Workplace</td>
<td>March 9, 12pm to 1pm</td>
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<tr>
<td>Team members, managers, and supervisors from all four generations in the workforce today can benefit from this video that introduces each of the generations and events that shaped their characteristics and work patterns. Find perspective and learn solutions and practical tools to break down barriers and work more effectively with members of all generations.</td>
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<tr>
<td>Professional Development Program – Get Organized and De-clutter Your Workspace</td>
<td>March 14, 1pm to 4pm</td>
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<tr>
<td>Are you overwhelmed by piles of paper? Frustrated that you can’t lay your hands on what you need, when you need it? Learn how to develop a system to manage all the paper you deal with and how to set up your workspace to gain greater office efficiency.</td>
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<tr>
<td>Career Focus Brown Bag – Salary Negotiation</td>
<td>March 18, 12pm to 1pm</td>
</tr>
<tr>
<td>This entertaining video gives insight to both sides of salary negotiations. Learn to prepare for and handle these all-important conversations. Penn Compensation Specialists will explain how the process works here and answer your questions.</td>
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<tr>
<td>Professional Development Program – Teams: Who, What, When, Why &amp; How</td>
<td>March 22 and 23, 9am to 4:30pm</td>
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<tr>
<td>Teams are more than simply a group of people working together. They can be an enormously effective way to create synergy and produce outstanding results. Or they can be a colossal waste of time. This program will provide participants with a map of the team process and a set of tools to maximize a team’s effectiveness.</td>
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# DIVISION OF HUMAN RESOURCES (CONTINUED)

## April

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<th>Event</th>
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<tbody>
<tr>
<td>Brown Bag Matinee – Whale Done</td>
<td>FREE April 6 12pm to 1pm</td>
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<tr>
<td>Professional Development Program – New Ways to Improve Your Business Writing</td>
<td>$50.00 April 20 9am to 12pm</td>
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</table>

Do you want to improve your relationships at work in order to become more productive and achieve better results? This program will show you how to build trust, accentuate the positive, and – when a mistake occurs – redirect the energy for a more productive outcome. Discover the power of positive relationships and make more effective choices in your interactions with coworkers.

## May

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
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<tbody>
<tr>
<td>Brown Bag Matinee – The Attitude Virus</td>
<td>FREE May 10 12pm to 1pm</td>
</tr>
<tr>
<td>Career Concepts – Effective Meetings</td>
<td>$50.00 May 18 9am to 12pm</td>
</tr>
</tbody>
</table>

Once an attitude virus begins to spread, it can become an epidemic in no time flat. Productivity suffers and so do individual workers. Check for these warning signs: resisting change, “It’s not my job...”, spreading gossip, misdirected anger, condescending perfectionism. Learn how to get to the cause, administer the cure, and create a healthier workplace for everyone.

## June

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
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<tbody>
<tr>
<td>Brown Bag Matinee – It’s So Simple!</td>
<td>FREE June 1 12pm to 1pm</td>
</tr>
<tr>
<td>Introduction to the Meyers-Briggs Type Indicator</td>
<td>$50.00 June 2 9am to 12pm</td>
</tr>
</tbody>
</table>

Employees are often afraid of making mistakes that could result in disciplinary action... or worse. Employers fear that giving their employees too much freedom could result in poor employee performance. This video shows how trust, respect and support among co-workers will increase productivity and retention and improve customer service and growth.

## CONTINUED ON NEXT PAGE

Penn is a unique institution with a proud history and worldwide reputation for excellence. Although our mission of education, research and service is easily understood, the business of running such a large and diverse enterprise is not. This program will attempt to provide insight into these complexities and give you a better understanding of how the University works and the role you play.
Finding the time to balance your work and home life demands isn’t always easy. That’s why we offer a variety of workshops to provide you with support for your personal and professional life challenges. For more information or to pre-register, visit the Human Resources website at [http://www.hr.upenn.edu/quality/workshop.asp](http://www.hr.upenn.edu/quality/workshop.asp) or call 215-898-5116.

### Guiding Your Teen Through the College Search Process
**FREE**
March 3
11:30am to 1pm

Learn how you and your teen can best handle the daunting task of the college search process. This workshop is designed to provide guidance through the maze of searching for a college that is right for your child. You will learn the most important factors in the college search, how to develop a timetable, and how to put the search into constructive action.

### Relationships: Making Time for Each Other
**FREE**
March 17
11:30am to 1pm

This workshop offers methods for keeping relationships fresh despite the challenges of handling jobs, children, eldercare, and other demands. Learn important perspectives regarding how we look at each other, communication and collaboration techniques, and planning the effective relationship.

### Building Your Child's Self Esteem
**FREE**
April 21
11:30am to 1pm

Wouldn’t you like your child to have a healthy self-image? This workshop is designed to teach parents how to identify children with self-esteem issues and provide methods for building and maintaining a health self-image for any child. Learn about identifying the components of healthy self-images, defining the parental role in image/esteem development, and action steps to healthy self-images.

### How to Achieve Work-Life Balance
**FREE**
May 5
11:30am to 1pm

It is possible to create a balance between work and family and self. Discover how to assess your balance needs as you explore options for individual, family, work, community, home, and friends; and learn how to maintain balance, once you achieve it.

### Heart Health Series

**Penn’s Heart Health Series continues with the next in a series of workshops designed to help you keep your heart healthy and fit. For more information or to pre-register, visit the Human Resources website at [http://www.hr.upenn.edu/quality/wellness/healthwellness.asp](http://www.hr.upenn.edu/quality/wellness/healthwellness.asp) or call 215-898-5116.**

#### Discovering the Keys to Weight Management for a Healthier You
**FREE**
March 24
12pm to 1pm

A new year - a new and healthier you! Learn the steps to weight management by setting goals, finding a support network, and identifying a weight loss program that meets your needs. Watch an informative ½ hour video, and then Dr. Anthony Fabricatore, Psychologist with Penn’s Weight and Eating Disorders Program, will be on hand to answer your questions.

#### Your Blood Pressure: It’s More Important than You Think
**FREE**
April 25
12pm to 1pm

Do you know your blood pressure? This workshop will help you understand the basics about high blood pressure, how to interpret your numbers, the risk factors that contribute to it, and what you can do to improve it. Watch an informative ½ hour video, and then Dr. David Horowitz, Internist with Penn’s General Internal Medicine, will be on hand to answer your questions.

#### Cholesterol and Diet: Creating a Healthy Partnership
**FREE**
May 25
12pm – 1pm

This workshop will help you unravel the mystery of cholesterol. Learn the difference between blood vs. dietary cholesterol, the role of saturated fat, HDL vs. LDL, and dietary sources of saturated fat and cholesterol. Watch an informative 1/2 hour video, and then Dr. Philippe Szapary, Internist, Division of General Internal Medicine and Cardiovascular Risk Intervention Program, will be on hand to answer your questions.

### Mentors@Penn

Did you know that Penn has a staff mentoring program? Mentoring provides many benefits and opportunities, whether you are a mentor or mentee. Through a mentoring relationship, you can learn and grow, increase your own job satisfaction, and focus on your professional and career goals. Join us on Tuesday, April 5 or Tuesday, April 12, from 12pm to 1pm, to learn more about the Mentors@Penn program and how to apply. For more information, visit the Human Resources website at [http://www.hr.upenn.edu/learning/mentors_penn.asp](http://www.hr.upenn.edu/learning/mentors_penn.asp).
# Purchasing Services News

## Purchasing Staff Announcements

Purchasing Services announced the following staff promotions that will enable the purchasing organization to realign resources in response to changing business requirements, enhance the delivery of customer service and support, and expand its strategic purchasing and cost containment initiatives:

- Jim Graham has been promoted to Associate Director, Strategic Sourcing. In his new position, Jim will be responsible for managing the department's supply chain, contracting, and group purchasing initiatives.

- Vira Homick has been promoted to Associate Director, eBusiness. In her new position, Vira will be responsible for promoting the utilization of the University's purchasing technologies, facilitating the evaluation of emerging purchasing technologies, and managing the department's technology partner business relationships.

- Karen Higgins has been promoted to Manager, Operations & Systems. In her new position, Karen will be responsible for managing the daily operations of the department as well as all activities related to the testing and implementation of new purchasing technologies.

## Purchasing Services Customer Satisfaction

Faculty and staff are encouraged to take the 2005 Purchasing Services Customer Satisfaction survey. The survey URL is: https://www.penn.edu/survey/purchasing

## New Penn Marketplace Suppliers

Advanced Furniture Services, Info Coffee Service, Scoops Promotions, and Springfield Beverage have recently joined the Penn Marketplace. A complete list of Penn Marketplace suppliers is available at: http://www.purchasing.upenn.edu/buyinfo/suppliers/pm_suppliers

## New Steelcase Office Furniture Site in the Penn Marketplace

Purchasing Services is pleased to announce the availability of a new Steelcase office future punch-out ordering site in the Penn Marketplace. This new Steelcase office furniture ordering site was customized to meet Penn's specific office furniture business requirements through a partnership between Steelcase and Corporate Interiors, Penn's preferred contract supplier for Steelcase furniture.

The new site will be available in the Penn Marketplace effective Monday, February 28, 2005. Please direct all questions regarding the new site to Grace Ober, the Corporate Interiors sales representative, at (302) 323-9100, ext. 185.

## Purchasing Services Announcements

All new purchasing related announcements are listed on the Purchasing Services "Featured News" site at: http://www.purchasing.upenn.edu/news

New Supplier Discount Pricing Agreements

Purchasing Services is pleased to announce new supplier discount pricing agreements for:

- ISC BioExpress - Research Supplies
- Advanced Furniture Services - Kimball Office Furniture
- Info Coffee Service - Coffee Service & Related Supplies
- Scoops Promotions - Promotional Products
- Springfield Beverage - Beverages
Financial Training Calendar

March 2005 - June 2005

The current schedule of financial training courses is available at:

Course descriptions for these training courses can be found at
http://www.finance.upenn.edu/ftd/courses.html

To register for Purchasing Card, Sponsored Programs
or Review - Q&A training go to:
http://www.hr.upenn.edu/training_coursecatalog/search_criteria.asp

For BEN Deposits access, complete the BEN Deposits access form found at
http://www.finance.upenn.edu/ben/bendep/
Once completed, an email will be sent with instructions for on-line training.

To register for all other training courses, complete the Financial
Training Registration Form found at http://www.finance.upenn.edu/ftd