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Inside AICPA, May 6, 1991

American Institute of Certified Public Accountants (AICPA)

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May 6, 1991

**Staff
Anniversaries**

Congratulations to the following staff members who last week celebrated various anniversaries with the Institute.

Anniversary

Jack Shoheit	Technical Information	21st
Betty Barry	CPE Accounting	15th
Dorothy Vanella	Exams	13th
Joe Todd	CPE Production	12th
Janice Gorsky	Payroll & Budget	10th
Roxanne Serville	Customer Service	10th
Scott Cheney	Advertising	9th
James Clark	Federal Tax	7th
Elaine Milone	CPE Accounting	5th
Patti Valentino	Human Resources	5th

Introducing...

Alan Coleman - Secretary - CPE Marketing. Before joining the Institute, Alan worked as a freelance Word Processing Operator.

**PruCare
Update**

Effective April 1, 1991, PruCare of New Jersey added six new stores to its pharmacy network in Mercer, Burlington, and Hunterdon counties. They are:

Del Val Pharmacy 25 Route 35 South Pennington, NJ 08534 609-737-0900	Boyd Pharmacy of Bordentown 118 Farnsworth Avenue Bordentown, NJ 08505 609-298-1811
Boyd Pharmacy of Florence 306 Broad Street Florence, NJ 08518 609-499-0100	Boyd Pharmacy of Pemberton 87 Hanover Street Pemberton, NJ 08068 609-894-8288
Boyd Pharmacy of Columbus Suite F Homestead Plaza Columbus, NJ 08022 609-298-7474	Boyd Pharmacy of Ringoes Old York Road Ringoes, NJ 08551 609-782-3700

Remember that as a PruCare of New Jersey member, you can obtain your prescriptions at any participating pharmacy.

**Staff
Promotions**

Sheila Colclasure, formerly in State Legis. & Legislative Relations, was promoted to Manager-ELC & Events Coordination in Government Relations.

Barbara Considine in Records Management was promoted from Lead Records Clerk to Records Supervisor.

Congratulations and Good Luck in your new positions.

**Inappropriate
& Unauthorized
Use of
Institute
Property**

Using the Institute's equipment and supplies for purposes other than business is not an acceptable practice.

When you request approval to purchase a piece of the state-of-art equipment, consent is given on the basis it will facilitate your workload and enhance your performance. If the equipment is used properly, you accomplish these objectives. However, misusing office equipment including supplies has a negative impact on our day-to-day operations and can potentially jeopardize the high quality standard of the Institute's work.

Everytime you use the photocopy equipment to reproduce such things as poems, jokes or other non-business documents, the Institute is paying for the cost of the copies, the supplies, your time and the time of other staff members to deliver, read or respond to the unauthorized correspondence. Our mailroom department is kept quite busy processing close to 7,000 pieces of business mail a day. They don't need the extra burden of handling unauthorized mail. Also, the recipients of such mail may have a personal as well as a professional objection--it interrupts them and takes time away from their business responsibilities.

Misusing equipment can also jeopardize your department's work quality. For example, if a microcomputer user places an unauthorized piece of software into the computer, it could potentially expose the system to a computer virus. The integrity of that database is put at risk. The work could be lost and recreating the database would be costly. Also, the department would experience a hardship in meeting production deadlines. The Institute has issued guidelines to Microcomputer users to ensure compliance with vendor licensing agreements and to protect ourselves from ever encountering such a disaster.

We urge you to exercise good judgement in utilizing the services provided by the Institute. Your adherence and cooperation to the foregoing is appreciated.