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Inside AICPA, September 21, 1992

American Institute of Certified Public Accountants (AICPA)

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September 21, 1992

**Staff
Anniversaries**

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

		Anniversary
Barbara Shildneck	Journal of Accountancy	33rd
Patricia Medlin	Professional Ethics	7th
Stephen Miller	Journal of Accountancy	8th
Elizabeth Wilshusen	Internal Audit	5th
Sharon Free	CPE Marketing Services	5th

Say Hello To...

James Stephenson - Production Associate - Promotions. Jim recently graduated with a degree in Graphic Design from Winthrop College in South Carolina.

Fran DiPietro - Technical Manager - Examinations. Fran worked previously as a Senior Tax Consultant at Deloitte & Touche.

Staff Promotion

Katherine Rangoon in Production-Periodicals was promoted from Senior Production Associate to Production Editor.

Congratulations and Good Luck in your new position!

Notices to N.Y. Staff...

...To facilitate the attendance recording process, Human Resources kindly requests that all N.Y.-based employees submit their weekly time records and absence requests to Human Resources in N.Y. **not** to Human Resources in N.J. You can either hand deliver or send your attendance interoffice to N.Y. Human Resources, cc 412, located on the 5th floor. Should you have any questions regarding attendance matters, contact Gaby Ulloa, on X5271. Thanks for your cooperation.

...Every payday Human Resources will distribute N.Y. employee paychecks. Should you be away from your desk when the checks are circulated, you can pick up your check in Human Resources. Any vacation checks can also be picked up in Human Resources; however, please do not come by earlier than noon on your last day in the office before your vacation.

Payroll Reminder

...Chase Manhattan no longer provides check cashing privileges to AICPA employees. Any N.Y. employee who wishes to cash his/her paycheck must do so at NATWEST-USA located on 48th Street and Fifth Avenue. Your AICPA photo I.D. card is required.

Notices to All Staff...

...Our operators have asked us to remind all employees to give their full name (first and last) and extension number to outside callers. If nicknames or first names without extension numbers are used, the operators cannot easily identify who the returning party wishes to speak to. Also, for N.J. staff members who use the personal greeting message, make sure you identify yourself so the caller knows that he or she is leaving a message with the correct party.

...The Library will be closed from October 5th thru October 30th.

Notices to N.J. Staff...

...Any N.J. employee who was issued a cardkey to the N.Y. office, kindly return the card to Joe Ciccone, Office Facilities, in New York.

Recycling

...Effective Monday, September 21st we will be participating in the Harborside Recycling Program. Recycling bins have been placed around the Institute premises -- Please discard all of the following materials in the recycling bins located around the Institute. Paper Recyclables consist of the following:

- | | |
|-------------------------------------|------------------------------|
| Computer Printout (white/Green Bar) | Carbon Paper |
| White Bond Paper | Fax Paper |
| Cardboard Boxes | Colored Paper |
| Typing Paper | Glossy Coated Paper |
| Letterhead and Memorandums | Magazines |
| Word Processing Paper | Newspapers |
| Tablet Sheets (White) | (Staples & Paper Clips O.K.) |
| Copy Machine Paper | |

There will be bins in the Lunchroom for metal, cans, glass and plastic materials. Any other material such as: solubles, food waste, styrofoam, coffee stirrers and other kitchen debris should be thrown out in your own waste receptacle. Should you have any questions, please contact Irene Rhubright on X3888.

Celebrity Dining Club Discount Books

Now available through Human Resources are *1992-93 Celebrity Dining Club* discount books for New Jersey and Manhattan. These books contain discounts for restaurants, movies, sporting events, concerts and plays, fast foods, hotels, and more. The books, which will arrive in late September, are valid from October 1, 1992 through December 1, 1993 (14 months).

These books, which will sell elsewhere for \$25, are being offered to AICPA staff at a special introductory price of \$15 for the NY edition and \$18 for the NJ edition. If you have already ordered one you will be contacted to pick it up from Human Resources; if you are still interested, please complete the coupon below and return it to Human Resources with your check payable to Celebrity Publishing, Inc. If you have any questions you can contact Joanne Lindstrom on X3353 or Chris Miller on X3354.

I would like to order the following *1992-93 Celebrity Dining Club* discount books:

	Quantity		Price	Total
New York Edition:	_____	@	\$15.00 each	\$ _____
New Jersey Edition:	_____	@	\$18.00 each	\$ _____

My check for \$ _____ payable to Celebrity Publishing, Inc. is attached.

NAME. _____ COST CENTER: _____