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## Inside AICPA, March 7, 1994

American Institute of Certified Public Accountants (AICPA)

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March 7, 1994

**Staff  
Anniversaries**

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

		Anniversary
Don Schneeman	General Counsel & Trial Board	30th
Jo DeLosReyes	Executive	24th
Yolanda DeJesus	Examinations	13th
Roberta Hinds	Receivables	11th
Joyce Chaney	Library Services	6th
Bill Free	CPE Marketing - Group Study	6th
Colleen Katz	<i>Journal of Accountancy</i> - Editorial	6th
Ray Bonilla	Distribution Services	5th
Rachel Lester	Tax Division	5th

**Please Welcome**

Lysa T. Phillips - Secretary - Federal Government. Lysa joins us from Governmental Employees Ins. Co. in Washington, DC where she worked as a legal secretary.

**Promotions/  
Transfers**

In the Tax Division, Rachel Lester was promoted to Administrative Secretary.

Maura Middleton was promoted to Conference Coordinator from Conference Assistant in the Meetings & Travel Department.

Karen Lindsey transferred from Federal Government to the Tax Division as a Secretary.

Congratulations and much success in your new positions!

**401(K)  
Participants**

The deadline for making changes to your 401(K) investment fund is Monday, March 14, 1994. The effective date for any change will be Friday, April 1, 1994. The 401(k) Selection Investment forms can be picked up in the Payroll Department at Harborside, from Human Resources in New York and from Ela Work in Washington. All forms should be submitted to the Financial Management Department or placed in the drop-box in the Payroll Department at the Harborside office. If you have any questions regarding the 401(k) Plan, please call ext. 3482.

**Reminders...**

...It's not too late to order your Luca Pacioli T-shirts! The cost is \$10.50 each and are available in L, XL, XXL sizes. Pick up an order form in Human Resources (New York and New Jersey) or from Ela Work in Washington and forward your check, payable to the Pacioli Society, to the Promotions Department by Wednesday, March 16. Allow 4-6 weeks for delivery.

...**Manhattan Advantage** discount booklets are still available. Anyone interested in obtaining a copy should contact Gaby Ulloa on ext. 6180. These free booklets offer special discounts on restaurants, recreation, shopping and other services throughout Manhattan.

...On Friday, March 11, 1994, the first 200 people to purchase *Country Time Lemonade* (any size) from the Luncheon Club in Harborside will receive a free *Country Time Lemonade* "sipper".

## Tips For PruCare Plus Participants

Before you pay an insurance deductible (\$200 for individual coverage and \$500 for family coverage) for 1994 consider trying the In-Network doctors for health services. There is no deductible, a \$10 co-pay for doctors visits, and **NO** claim forms when you use the In-Network doctors.

If you don't have an In-Network doctor, contact Kimberley Hines on ext. 3350 or Ela Work on ext. 260 for DC staff. They will provide you with a directory of PruCare Plus doctors. You may be surprised to see your doctor's name included in the directory.

If you want information about the doctor's educational background, call the Customer Service number at (800) 422-7399 (NY, NJ & CT) and 800 648-4483 (DC) listed on your PruCare Plus ID card and ask the Customer Service Representative for assistance.

## Meeting Requests

Meeting Request Forms that indicate food and beverage service or special equipment (e.g. flip charts, projectors, video, etc.) **must be submitted at least seven days prior to the meeting date.**

Following is a list of procedures to follow when requesting a meeting room:

1. Reserve a meeting room by calling the appropriate Meetings Coordinator (Angeline Davis in New Jersey, ext. 3159 or Doris Lemaire in New York, ext. 6240) **before completing the meetings request form.**
2. Complete a meeting request form and send it to the appropriate Meetings Coordinator. You will receive a signed copy of your meeting request form as confirmation. (Meeting space will be confirmed **only upon receipt of a completed meeting request form.** Space reserved by telephone will be released if the meeting request form is not received within five days of your call.)
3. On the day of your meeting, if you experience any problems with the setup of your meeting room, or have additional requirements, please call the appropriate Office Facilities Department (New Jersey ext. 3882, New York ext. 6329) for assistance.
4. **CANCELLATION OF MEETING** - Sign and date the Meeting Request Form (at the very bottom) to cancel meeting arrangements and send a copy to Office Facilities and Meetings & Travel. If cancelling seven days or less prior to scheduled meeting dates, please call Office Facilities and Meetings & Travel in addition to submitting written cancellation notice.

If you cannot give at least seven days notice, you should:

1. Reserve a meeting room.
2. **Hand deliver** the Meeting Request form to the appropriate Meetings Coordinator (Angeline Davis in New Jersey or Doris Lemaire in New York).
3. **Hand deliver** the approved "form" signed by the Meetings Coordinator to the appropriate reception desk (2nd floor receptionist in New Jersey or the 6th floor receptionist in New York.)

Both the Meetings & Travel Department and Office Facilities thank you for your cooperation!