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American Institute of Certified Public Accountants (AICPA)

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**Staff
Anniversaries**

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

		Anniversary
John McCauley	Collections	15th
Annick Fontan	Office Facilities	10th
Boris Musich	Library Services	10th
Judy Weixel	Federal Government	9th
Lily Raghu	Peer Review	9th
Marty Lyons	Printing Services	8th
Sheila Colclasure	Congressional & Political Affairs	7th
Rosa Medina	Examinations	7th
Pat Meyer	Library Services	7th
Jeanmarie Brusati	Production & Editorial Services	6th
Thomas Higginbotham	Congressional & Political Affairs	6th
Mon Ching Mok	Peer Review	6th
Irene Dajka	CPE Marketing - Group Study	5th
Mark Spinelli	Peer Review	5th

**Clean-Up Week
at Harborside**

One of our objectives is to maintain a safe and neat environment for all staff members. Toward this end, we would like to conduct a "Clean-Up Week" at the Institute's Harborside offices beginning Monday, June 19 through Friday, June 23.

We are asking you to look around your immediate work space as well as the areas within your department or division and tidy up as needed. Supervisory personnel should take an active roll in working with staff members to determine what material should be discarded and what should be filed for future reference. Additionally, please remove any materials blocking the aisles and clear off the tops of file cabinets so there is a clear visual path when you look out over the cabinets.

To assist in the clean-up,

- 50 gallon garbage bags are available in the supply room;
- Off-site storage cartons can be obtained in records retention, 3rd floor;
- Dumpsters are located by the freight elevators (opposite the men's room closest to the reception area) on the second and third floors;
- The office facilities staff is available to remove any heavy material, contact Gary Morales on x3771.

The best part of "Clean-Up Week" is that participating Harborside employees can adhere to the Institute's summer business casual dress policy during the entire five day period unless, of course, there is a business reason not to do so. We appreciate your help in keeping our offices safe. Thank you.

A Safety Message We would like to remind you that within the Institute's industrial areas of CPE Course Assembly, the Print Shop and Distribution Services, all located on the first floor, heavy equipment is constantly in use during the course of a work day. **Please** do not walk through or visit these areas unless there is a business reason. The operation of power jacks, printing, cutting and bindery equipment increase the risk of accidents and injury. Unless there is an urgent job, communication to these areas should be made by phone and interoffice mail.

Your cooperation in this matter is of the utmost importance and it is appreciated.

**Facsimile
Machines**

In addition to the main facsimile machines for each AICPA location, facsimile machines are also located in several departments. Below is a list of facsimile numbers.

FACSIMILE MACHINE NUMBERS

automatic (7 days/24 hours)

AICPA	(NJ)	(201)	938-3329
	(NY)	(212)	596-6213
	(DC)	(202)	638-4512 (primary)
		(202)	638-4517
CHAIRMAN	(NY)	(516)	872-3128
VICE CHAIRMAN	(IN)	(219)	236-8692

Note: In addition to the MAIN machines listed above, there are facsimile machines in the following locations.

Harborside:		New York:	
Communications/		Academic & Career	
Public Relations	(201) 938-3614	Development	(212) 596-6292
Computer Services	(201) 938-3546	Accounting Standards	(212) 596-6064
CPE Course Assembly	(201) 938-3854	Auditing Standards	(212) 596-6091
CPE Operations	(201) 938-3516	Mr. Chenok's Office	(212) 596-6128
Distribution Services	(201) 938-3902	Communications/	
Examinations	(201) 938-3443	Public Relations	(212) 596-6121
Examinations (Grading)	(201) 938-3870	General Counsel	
Finance & Administration	(201) 938-3466	& Trial Board	(212) 596-6233
<i>Journal of Accountancy</i> —		Mr. Guy's Office	(212) 596-6104
Editorial	(201) 938-3741	Industry Member Programs	(212) 596-6233
Management		Information Technology	(212) 596-6024
Consulting Services	(201) 938-3742	Mr. Katusak's Office	(212) 596-6104
Meetings & Travel	(201) 938-3169	Mr. Kelley's Office	(212) 596-6104
Member Life, Health		Library Services	(212) 596-6287
& Pension Programs	(201) 938-3616	Mr. Miller's Office	(212) 596-6104
Membership		PCPS	(212) 596-6263
Administration	(201) 938-3108	Planning & Research	(212) 596-6233
Mr. Niemiec's Office	(201) 938-3677	Mr. Rothberg's Office	(212) 596-6104
Order Department	(800) 362-5066	Mr. Yarnall's Office	(212) 596-6104
Peer Review	(201) 938-3131		
Personal Financial		Washington:	
Planning	(201) 938-3056	Mr. Hunnicutt's Office	(202) 638-4515
Professional Ethics	(201) 938-3742		
Promotions	(201) 938-3367		
Technical Information	(201) 938-3742		

These numbers will appear in the June telephone directory, due to come out shortly.