



Council of Trustees
West Chester University
West Chester, Pennsylvania 19383-1000

**Council of Trustees
Resolution
2002-24**

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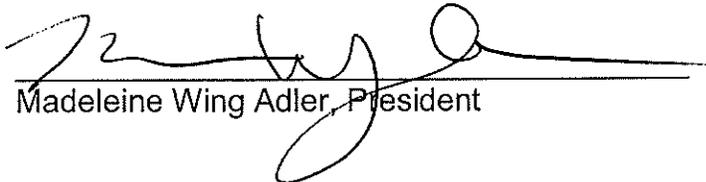
Proposed

RESOLUTION
COUNCIL OF TRUSTEES
WEST CHESTER UNIVERSITY OF PENNSYLVANIA
OCTOBER 3, 2002

2002-03 OPERATING BUDGET

BE IT RESOLVED THAT THE COUNCIL OF TRUSTEES OF WEST CHESTER UNIVERSITY HEREBY APPROVES THE 2002-03 OPERATING BUDGET FOR WEST CHESTER UNIVERSITY AS IT IS PROPOSED.

APPROVED PENDING ACTION BY THE COUNCIL OF TRUSTEES



Madeleine Wing Adler, President

9/13/02
Date

APPROVED BY VOTE OF THE COUNCIL OF TRUSTEES



Carol Aichele, Chairperson
Council of Trustees

10-3-02
Date

**West Chester University
Fiscal Year 2002-2003
Budget Proposal**

Please refer to the attached copies of the *FY 2002-03 Funds Summary* and the *FY 2002-03 Unrestricted E&G Budget Projections*. As a result of the shortfall in state revenues, the Governor's budget for FY03 reduced the appropriation to the State System of Higher Education by 3% (or \$14.2 million). The System also received a Special Projects appropriation of \$16.8 million, \$15 million of which will be dedicated to ongoing implementation of the Shared Administrative System, and approximately \$1.5 million earmarked for recruitment and retention programs. Of the \$439 million appropriated to the State System, \$12.9 million was earmarked by the System Office to fund seven line items including SCUPA and APSCUF professional development funds, the McKeever Environmental Learning Center and System-wide Performance Funding, reducing the appropriation available for distribution to the 14-universities to \$426,240,087. West Chester University was notified on July 1, 2002, that the University's appropriation for FY03 would be reduced by 5.03% (or \$2.3 million). Appropriation reductions across the 14-System universities ranged from 1.66% (Cheyney) to 5.88% (Indiana) and were based on a two-thirds across-the board reduction with the remaining one-third reduction based upon an adjusted formula calculation.

Revenue

On July 11, 2002, the Board of Governors approved the following tuition rate increases for FY03:

Resident/Non-Resident Undergraduate	9.0%
Resident Graduate	14.2%
Non-Resident Graduate	11.3%

In addition, the Board approved a new Instructional Technology Fee of \$100/year designed to "enhance student access to technology" and "ensure cutting-edge classrooms." This new fee is a flat assessment (per student) rather than a credit-generated fee such as the Educational Services Fee and will differentiate between resident and non-resident students (\$100/year and \$150/year respectively). At this time policy guidelines have not yet been finalized by the Board of Governors. The initial draft suggests that the entire fee will be earmarked for new technology only and can be used to supplant but not replace existing funding.

Tuition revenue for the FY03 academic year is projected to increase overall by 9% (approximately \$4.1 million). This projection includes no enrollment growth as it is unclear what impact tuition and fee increases will have on paid enrollment. Approximately 4% enrollment growth is anticipated at the graduate level, and the opening of the Graduate

Business Center at the McDermott Drive facility is expected to generate increasing interest in the MBA and MSA programs, including the Tech MBA and certificate offerings. However, data suggests that graduate students are more cost sensitive than their undergraduate counterparts, and higher tuition and fees may force some students to postpone their graduate education. Summer school revenue is projected to increase by 19% over FY02 budgeted revenue due to ongoing growth in the summer sessions.

While miscellaneous revenue is expected to increase by 29%, due in large part to anticipated rental income from the McDermott Drive property, interest income is expected to decrease 45% over the FY02 projection. As noted in the Budget Status report for FY02, interest income fell 38% short of projections last fiscal year. Although return rates have been somewhat stable over the past several months, the University is not anticipating growth in interest revenue over the next year.

Expenditures

Personnel and benefits costs continue to be the largest expenditure item in the University budget. Overall, salary costs are expected to increase by 4.03%. This increase is less than initially projected as some vacant positions were abolished, savings targets increased, and graduate and student wages reduced as part of divisional budget reduction plans to meet the FY03 revenue shortfall. In addition, a selective hiring freeze was imposed in Fall 2002, which is anticipated to reduce personnel expenditures and to position the University for further budget reductions in FY04. Expenditures in the Academic Year Model are expected to decrease as the college/schools are working towards increasing average class size, which will reduce spending for salaries and benefits.

Increments and across-the-board increases for FY03 are as follows:

➤ AFSCME (non-instructional)	5.70%
➤ APSCUF (faculty)	5.50%
➤ Management*	5.50%
➤ SUA/SCUPA	4.75%
➤ Other	5.70%

*To be determined by the Board of Governors at the October 2002 meeting. If a management increase is approved, all indications are that the increase will be retroactive to July 1, 2002.

Benefit rates, which are negotiated at the System level and dependent upon bargaining unit, are also projected to increase for FY03 by 8%. Hospitalization costs are projected to increase between 8.63% and 12.43%, while Health & Welfare increases will range from 12.29% to 17.30%. Annuitant hospitalization costs, which is the amount paid by the employer to cover retiree health benefits, are expected to increase from 1.86% to 2.97%, which is significantly less than FY02's 15%-25% rate increase. For FY03, no increases are anticipated in the employer contributions for TIAA-CREF and SERS, the two major retirement plans for University employees. The TIAA-CREF rate is currently 9.29% while SERS is a zero contribution rate. However, information recently received from the System Office indicates that while the SERS contribution rate has been stable (0%) for the past two years, it is expected to increase to 1.42% starting in FY04. Savings for FY03 were realized in anticipated benefit expenditures due to elimination of budgeted positions and increases to savings targets.

Operating expenditures have also been reduced in response to the FY03 funding shortfall. A net reduction of 28% was made to the University's Critical Needs budget, which is a source of additional monies used to fund special campus-wide initiatives not provided for in base allocations. Other operating expenditures are expected to decline by 4% after factoring in increases for utilities, System charges and debt service on the McDermott Drive facility and divisional budget reduction plans. A new expenditure line item has also been added to the budget for FY03 – Strategic Initiatives. This expenditure was recommended by the Administrative Budget Committee (ABC) and approved by President's Cabinet during the budget reduction discussions. Even though funding will be a challenge over the next several years, it was agreed that University must continue implementation of the University's *Plan for Excellence*. These dollars will be earmarked for projects to meet the goals set forth in the *Plan* and to further the University's mission.

Summary

Initially faced with a \$3.5 million budget shortfall, West Chester University was able through divisional and campus-wide budget review and collaborative discussions to develop strategies to balance the FY03 budget without impacting implementation of the *Plan for Excellence* or the educational needs of our students. Overall, the FY03 University Education and General (E&G) Budget is projected to grow by 4.5% to \$118,617,225.

West Chester University				
FY 2002-03 Unrestricted E&G Budget Projections				
	FY02		FY03	Percent
	Approved Budget	Adjs	Projected Budget	Change
Revenue				
Appropriation	46,000,303	(2,313,431)	43,686,872	-5%
Performance Funding	450,000	175,000	625,000	39%
Regular Tuition	47,606,678	4,084,601	51,691,279	9%
Summer Tuition	5,906,086	1,115,838	7,021,924	19%
Committed Tuition	842,745	600,004	1,442,749	71%
Schedule Adjustment (tuition)	1,157,006	105,578	1,262,584	9%
Ed Svcs Fee	4,496,636	545,477	5,042,113	12%
Technology Fee	-	1,076,350	1,076,350	
Other Fees	3,097,017	121,153	3,218,170	4%
Gift Income	200,000	(100,000)	100,000	-50%
Interest Income	2,059,663	(917,218)	1,142,445	-45%
Miscellaneous Income	1,784,716	523,023	2,307,739	29%
Total Revenue	113,600,850	5,016,375	118,617,225	4.5%
Expenditures & Transfers				
Salaries	63,114,882	2,155,506	65,270,388	3%
Non-Allocated Compensation	704,490	415,985	1,120,475	59%
Summer School Model	3,615,586	121,128	3,736,714	3%
Academic Year Model	1,534,860	(216,712)	1,318,148	-14%
Benefits (allocated and non-allocated)	22,118,842	1,710,226	23,829,068	8%
Critical Needs	3,899,505	(1,090,025)	2,809,480	-28%
Operating Expenditures	11,704,594	(562,317)	11,142,277	-4%
Designated Infrastructure	448,063	166,122	614,185	37%
Committed Expenditures (tuition)	842,745	600,004	1,442,749	71%
Ed Services -- Academic Computing*	422,825	28,874	451,699	9%
Ed Services -- Instruction*	483,291	33,003	516,294	9%
Ed Services -- Library*	843,475	57,599	901,074	9%
Technology Fee	-	1,076,350	1,076,350	
Strategic Initiatives	-	200,000	200,000	
Non-Allocated (Org 3100-050)	3,867,692	320,632	4,188,324	8%
Total Expenditures & Transfers	113,600,850	5,016,375	118,617,225	4.5%
Budget Surplus/(Shortfall)	-	-	-	

*Projected FY03 allocation pending formal approval by the Council of Trustees.

West Chester University FY 2002-2003 Funds Summary						
	Education & General	Auxiliaries	Total Unrestricted		Restricted	Total Funds
Revenue						
Appropriation	43,686,872		43,686,872			43,686,872
Performance Funding	625,000		625,000			625,000
Tuition	60,155,952		60,155,952			60,155,952
Schedule Adjustment	1,262,584		1,262,584			1,262,584
Fees	9,336,633		9,336,633			9,336,633
Gift Income	100,000		100,000		1,574,969	1,674,969
Interest Income	1,142,445		1,142,445		194,271	1,336,716
Miscellaneous Income	2,307,739		2,307,739		14,998,950	17,306,689
Residence Halls		12,021,869	12,021,869			12,021,869
Food Service		7,317,130	7,317,130			7,317,130
Other (Auxiliaries)		1,083,189	1,083,189			1,083,189
Total Revenue	118,617,226	20,422,188	139,039,414		16,768,190	155,807,604
Expenditures & Transfers						
Salaries	66,390,863	4,937,541	71,328,403		2,036,251	73,364,654
Benefits	23,829,068	1,726,620	25,555,688		285,838	25,841,526
Summer School Model	3,736,714		3,736,714			3,736,714
Academic Year Model	1,318,148		1,318,148			1,318,148
Critical Needs	2,809,480		2,809,480			2,809,480
Designated Infrastructure	614,185		614,185			614,185
Committed Expenditures	1,442,749		1,442,749			1,442,749
Operating Expenditures	11,342,277	13,758,027	25,100,305		13,469,757	38,570,062
Ed Services	1,869,067		1,869,067			1,869,067
Technology Fee	1,076,350		1,076,350			1,076,350
Non-Allocated (Miscellaneous)	4,188,324		4,188,324			4,188,324
Total Expenditures & Transfers	118,617,226	20,422,188	139,039,414		15,791,846	154,831,260



Council of Trustees
West Chester University
West Chester, Pennsylvania 19383-1000

**Council of Trustees
Resolution
2002-25**

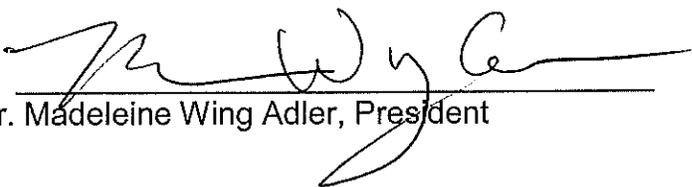
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Proposed

RESOLUTION
COUNCIL OF TRUSTEES
WEST CHESTER UNIVERSITY OF PENNSYLVANIA
OCTOBER 3, 2002
2003-2004 CAPITAL BUDGET

BE IT RESOLVED THAT THE COUNCIL OF TRUSTEES OF WEST CHESTER UNIVERSITY OF PENNSYLVANIA HEREBY APPROVES THE 2003-2004 CAPITAL BUDGET PREPARED BY THE UNIVERSITY FOR SUBMISSION TO THE STATE SYSTEM OF HIGHER EDUCATION.

APPROVED PENDING ACTION BY THE COUNCIL OF TRUSTEES



Dr. Madeleine Wing Adler, President

9/13/02
Date

APPROVED BY VOTE OF THE COUNCIL OF TRUSTEES



Carol Aichele, Chairperson
Council of Trustees

10-3-03
Date

**West Chester University
Capital Budget FY 2003-04**

A proposed resolution for the Capital Budget for Fiscal Year 2003-04 is attached. This budget is updated and submitted to the Office of the Chancellor annually, reflecting the University's needs for new facilities or the renovation of existing facilities.

Attachment A is West Chester University's Capital Budget Authorization Request for Fiscal Year 2003/04. This request has been prepared in accordance with guidance provided by the Office of the Chancellor. If approved by the Council of Trustees, it will be submitted to the Board of Governors for consideration in a System-wide capital budget to be forwarded to the Pennsylvania Legislature. Project Summaries, Justifications, Cost Estimates, and Project Planning documents have been prepared for each project.

Attachment B is a summary of previously authorized projects, authorization requests, and future capital budget requirements, with projects listed in priority order.

Agency: State System of Higher Education West Chester University of PA Capital Budget Authorization Request Departmental Summary of Requests (Dollars in Thousands)	Source of Funds:	Agency Request	OB Recommended	Difference
	Bond.....	\$ 89,689,000		
	Current.....			
	Federal.....			
	Local.....	\$ 11,000,000		
	Other: Highway ...			
Total.....	\$100,689,000			

Priority No.	PROJECT TITLE/COMMENTS	Source of Funds	Agency Request	OB Recommended
				(5)
(1)	(2)	(3)	(4)	(5)
1	Construct Business & Information Technology Center	Bond	\$11,000,000	
		Local	\$11,000,000	
2	Infrastructure Renovation/Code Updates - Phase I	Bond	\$23,274,000	
3	Construct Classroom Building	Bond	\$24,984,000	
4	Renovation/Expansion Lawrence Hall	Bond	\$ 6,391,000	
5	Renovate E.O. Bull Center	Bond	\$ 9,964,000	
6	Renovation of Old Francis Harvey Green Office/Classroom Building	Bond	\$ 8,196,000	
	Tigue Road - Relocate, widen	Highway	\$ 5,880,000	
	TOTAL		\$100,689,000	\$0

budsummary03.doc

Figure IV-2

**West Chester University of Pennsylvania
Capital Budget Summary
August 1, 2002**

<u>Univ. Priority</u>	<u>Project</u>	<u>Prior Authorization</u>	<u>Authorization Request</u>		<u>Future Plan. Yrs.</u>	<u>Remarks</u>
			<u>FY 02/03</u>	<u>FY 03/04</u>		
1	Business & Information Technology Ctr.		\$22,000,000			Included in 21 st Century Capital Improv. Plan
2	Infrastructure Renovations/Code Update, Phase I			\$23,274,000		
3	Academic Classroom and Office Complex			\$24,984,000		Auth. in Act 27/00 at different scope
4	Renovate/Expand Lawrence Hall			\$ 6,391,000		
5	Renovate E.O. Bull Center			\$ 9,964,000		
6	Renovate Old FHG Library			\$ 8,196,000		
7	Construct Applied & Integrated Hlth. Sci. Bldg.				\$42,800,000	
8	Real Estate Acquisitions	\$10,600,000 (Act 27/00)				
9	Renovate FHG Library, Phase I	\$18,500,000 (Act 27/00)				
10	Construct Student Health Center	\$ 3,500,000 (Act 27/00)				
11	Tigue Road - relocate, widen			\$ 5,880,000		Proposed State Hwy. project
12	Parking Structures				\$15,000,000	
13	Infrastructure Renovations/Code Update, Phase II				\$23,000,000	

NOTE: Act 27/00 projects expire if funds are not released by the Pennsylvania Budget Office by 6/22/2004.



Council of Trustees
West Chester University
West Chester, Pennsylvania 19383-1000

**Council of Trustees
Resolution
2002-26**

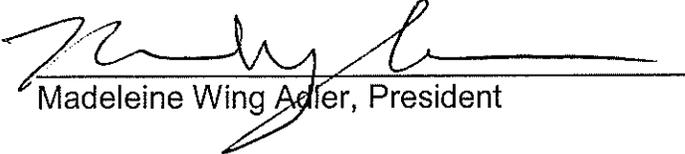
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Proposed

RESOLUTION
COUNCIL OF TRUSTEES
WEST CHESTER UNIVERSITY OF PENNSYLVANIA
SEPTEMBER 25, 2002
PURCHASE ORDERS AND CONTRACTS

BE IT RESOLVED THAT THE COUNCIL OF TRUSTEES OF WEST CHESTER UNIVERSITY OF PENNSYLVANIA HEREBY APPROVES THE LIST OF PURCHASE ORDERS AND CONTRACTS IN EXCESS OF \$5,000 EXECUTED DURING MAY, JUNE, JULY AND AUGUST 2002 FOR THE PURCHASE OF EQUIPMENT, SERVICES AND SUPPLIES.

RECOMMENDED FOR ACTION BY THE COUNCIL OF TRUSTEES



Madeleine Wing Adler, President

Date

APPROVED BY VOTE OF THE COUNCIL OF TRUSTEES



Carol Aichele, Chairperson
Council of Trustees

10-3-02

Date

West Chester University of Pennsylvania
Purchase Orders and Contracts in Excess of \$5,000
Executed during May, 2002
For the Purchase of Equipment, Services and Supplies

<u>Department</u>	<u>Vendor, Item, and Document Number</u>	<u>Amount</u>
Academic Computing	ePlus Technology of PA Computers (9 ea.) for classroom in Anderson Hall 22714	\$ 13,080.06
	Zones, Inc. Computer hardware and software for the new computer laboratory in Mitchell Hall 22973	\$ 5,463.00
	Apple Education Buying Services Computers (23 ea.) for the new computer laboratory in Mitchell Hall	\$ 35,144.00
	Computer Discount Warehouse Laptop computers (2ea.) for campus wide computer upgrade 22549	\$ 6,509.00
	IBM Corporation Laptop computers (3ea.) for campus wide computer upgrade 22439	\$ 5,665.66
Administrative Computing	IBM Corporation Renewal of IBM (SZAU) group license agreement for mainframe computer for period 1/01/02 through 12/31/02 22554	\$ 20,856.80
	PeopleSoft USA, Inc. Software maintenance fees for the period 6/05/02 through 6/04/03 6100230032	\$ 167,495.04
	Compaq Computer Corporation Mainframe server maintainence contract for period 5/01/02 through 4/30/03 6100250031	\$ 11,564.42
	Oracle Corporation Technical support agreement for the period 5/22/02 through 5/21/03 22328	\$ 55,463.00
Biology Department	Oubit Systems Inc. Scientific equipment and software to upgrade classroom laboratory 22679	\$ 10,975.00

<u>Department</u>	<u>Vendor, Item, and Document Number</u>	<u>Amount</u>
Boiler Plant	<i>Detroit Stoker Company</i> Repair parts for the #4 boiler 22655	\$ 28,613.06
Business Technology Center	Dauphin DataCom Computer hardware for the State System of Higher Education network 22721	\$ 11,760.00
	Perfect Order Inc. Computer hardware and software for the State System of Higher Education network 22684	\$ 9,994.55
	<i>Construction and Design</i> Rental of suite D at 211 Carter Drive for the Business Technology Center for time period 7/01/02 to 8/31/02 DA12021TEC	\$ 10,400.00
Commencement	<i>Visual Sound</i> Setup and takedown of sound equipment for the May 2002 commencement 21906	\$ 7,136.00
Communication Studies	<i>Apple Education Buying Service</i> A computer for student use in communication studies program 22426	\$ 5,620.95
Development Office	<i>Xerox Corporation</i> 60 month Lease purchase of a Xerox 432S copier for the period 5/01/02 to 4/30/07 22110	\$ 16,966.80
Facilities Division	<i>John Savoy & Son, Inc.</i> Provide and install dormitory furniture in Ramsey Residence Hall 22664	\$ 314,673.50
	<i>Symbol Mattress</i> Replacement mattresses (650 ea.) for Ramsey Residence Hall 22665	\$ 44,250.00
	<i>Krueger International</i> Provide and set in place (16 ea.) tables for the mathematics education room in Anderson Hall 22771	\$ 6,105.60
	<i>Donald E. Reisinger, Inc.</i> General construction for Residence Hall LAN/CATV/Telephone project 6200640004	\$ 560,000.00

<u>Department</u>	<u>Vendor, Item, and Document Number</u>	<u>Amount</u>
Facilities Division	<i>Frens & Ferns, LLC</i> Professional design services for the rugby field parking lot extension project 6301800001	\$ 9,170.00
	<i>STV Architects</i> Construction administration services for the LAN project 6200640005	\$ 56,000.00
	<i>Read's Moving Systems, Inc.</i> Removal of debris from Schmucker Science North for DGS Project No. 414-63 6301200029	\$ 6,650.25
	<i>R.J. McCarville Associates, Ltd</i> Furnish and install a movable partition in the nursing laboratory classroom at Sturzebecker Health Science Center 6301730010	\$ 7,997.00
	<i>Goldrock Custom Builders</i> General Construction renovations in the nursing laboratory at Sturzebecker Health Science Center 6301730004	\$ 160,000.00
	<i>GEM Mechanical</i> Mechanical Construction renovations in the nursing laboratory at Sturzebecker Health Science Center 6301730005	\$ 195,000.00
	<i>Donald A. Pusey</i> Electrical construction renovations in the nursing laboratory at Sturzebecker Health Science Center 6301730006	\$ 42,690.00
	<i>Fox Chase Masonry Restoration, Inc.</i> Change order #9 to replace floor tile in Traditions Dinning Hall at the Lawrence Center 62-0049.1	\$ 11,036.30
	<i>O'Leary Contractors, Inc.</i> Change order #8 for the removal of additional light weight concrete from roof area B at E. O. Bull Center 63-0142.1	\$ 12,980.84
	<i>Becker Winston Architects</i> Professional design services for a new roof needed on the Boiler Plant 6100160003	\$ 18,382.75

<u>Department</u>	<u>Vendor, Item, and Document Number</u>	<u>Amount</u>
Facilities Division	<i>Rite-Way Electric</i> Electrical construction for the Resident Halls LAN/CATV/Telephone Project 6200640002	\$3,277,788.00
	<i>GEM Mechanical</i> Mechanical construction for the Resident Halls LAN/CATV/Telephone project 6200640003	\$ 455,300.00
	<i>Anixter Inc.</i> Coax cable for Resident Halls LAN/CATV/ Telephone project 6200640006	\$ 13,120.00
	<i>Frens & Frens, LLC</i> Construction administrative services for the Facade Rehabilitation project at F.H. Library, Old Library, Main Hall and Sturzebecker Health Science Center 6300230005	\$ 11,973.63
Financial Aid	<i>Advance Office Environments Inc.</i> Office furniture for new office space in E.O. Bull Building 22300	\$ 5,845.77
Fiscal Affairs	<i>ADP-Automatic Data Processing</i> Renewal of student payroll and tax filing services from: 7/01/02 to 6/30/03 23096	\$ 30,500.00
Foreign Languages	<i>Chester County IU</i> A commitment for the Community Outreach Language Program 22729	\$ 44,200.00
Geography & Planning	<i>ePlus Technology of PA</i> A large scale plotter/printer 22835	\$ 8,042.54
Graphics & Printing	<i>Xerox Corporation</i> 60 month lease purchase of a Xerox DocuColor 12 printer/copier from : 5/01/02 to 4/30/07 22210	\$ 55,041.00
Grounds Departments	<i>M.S. Yearsley & Sons, Inc.</i> Ferris commercial walk behind mowers (2 ea.) 22892	\$ 6,142.00
	<i>Finch Services Inc.</i> A John Deere Fairway mower 23078	\$ 33,204.37

<u>Department</u>	<u>Vendor, Item, and Document Number</u>	<u>Amount</u>
Grounds Department	<i>TruGreen ChemLawn</i> Athletic field maintenance from: 4/19/02 through 4/18/03 23099	\$ 20,018.00
Information Services	<i>ePlus Technology</i> Computers (8 ea.) for campus wide upgrade 22602	\$ 10,120.48
	<i>InfoSource, Inc.</i> Training materials and online library for computer resources 23064	\$ 15,000.00
	<i>Chester County IU</i> Shared fiber optic network cost for the University LAN 22453	\$ 10,000.00
Library	<i>Dell Computer Corporation</i> Computers (3 ea.) for IMC Department 22832	\$ 5,004.00
	<i>PMI Imaging Systems, Inc.</i> A imaging opaque reader-scanning system 22689	\$ 8,600.00
	<i>JSTOR</i> JSTOR archive license agreement for Serials Department from: 1/01/02 through 12/31/02 22556	\$ 14,430.00
Mathematics Department	<i>Xerox Corporation</i> 60 month lease purchase of a Xerox DC460 copier for the time period 5/01/02 to 4/30/07 22047	\$ 35,408.60
Physical Plant	<i>Philips Brothers Electrical Contractors</i> Emergency repair to the high voltage (4160V) switch gear 22954	\$ 8,250.00
	<i>Dacar Industries Inc.</i> Water treatment chemicals for HVAC systems campus wide 23079	\$ 5,123.40
Provost Office	<i>Philadelphia Newspapers, Inc.</i> Advertisements for temporary instructor in the Philadelphia Inquirer on 4/07/02 and on the Internet for 30 days starting 4/07/02 22493	\$ 15,320.00

<u>Department</u>	<u>Vendor, Item, and Document Number</u>	<u>Amount</u>
Public Relations	<i>Peterson's Guides, Inc.</i> Advertisement for student recruitment in the Peterson's Guides for fiscal year 2002-2003 22723	\$ 5,810.00
Public Relations	<i>Philadelphia Newspaper, Inc.</i> Print and insert in the Philadelphia Inquirer on 4/21/02 the 2002 Spring Mailer for Summer Programs 23105	\$ 6,102.30
Public Safety	<i>American Signal Company</i> Trailer mounted programmable message sign 22113	\$ 12,000.00
Residence Life	<i>Campus Ink</i> Printing of <i>The Guide to Residential Living</i> handbook 22403	\$ 16,960.00
School of Business & Public Affairs	Visual Sound Multimedia projection systems (2 ea.) for classrooms in Anderson Hall 22784	\$ 23,696.00
	<i>Arnold Furniture</i> A reception station for the new office space at the McDermott Building 22710	\$ 11,986.20
	<i>Fixture Furniture</i> Tables (12 ea.) and arm chairs (20 ea.) for the new office space at the McDermott Building 22811	\$ 7,152.88
	<i>United Chair Company</i> Chairs (36 ea.) for the new office space at the McDermott Building 22913	\$ 11,781.00
	<i>Krueger International</i> Office furniture for the new office space at the McDermott Building 22914	\$ 51,447.80
	<i>Advanced Audio Visual Company</i> Projector systems (4 ea.) and accessories for new classrooms at the McDermott Building 23077	\$ 27,936.00
	<i>Brennan's Office Interiors</i> Office furniture for the new office space at the McDermott Building 23086	\$ 43,033.78

<u>Department</u>	<u>Vendor, Item, and Document Number</u>	<u>Amount</u>
School of Business & Public Affairs	<i>Visual Sound</i> Audio visual systems (6 ea.) for new classrooms at the McDermott Building 23136	\$ 16,584.36
	<i>Pennsylvania Industries for the Blind</i> Venetian mini blinds for all perimeter windows at the McDermott Building 220040420	\$ 27,715.86
	<i>Greater Philadelphia Radio, Inc./WPEN</i> Promotional advertisement for the MBA program for the period 3/18/02 through 3/22/02 22867	\$ 6,000.00
	<i>ePlus Technology of PA</i> Computers and peripheral devices for a new wireless computer classroom in Anderson Hall 22555	\$ 68,392.63
Sponsored Research	<i>The Desmond Great Valley Hotel and Conference Center</i> Rental of center for new faculty orientation program 22174	\$ 7,000.00
Sports Medicine	<i>General Electric Medical System</i> Scientific equipment for the medical laboratory 22642	\$ 6,000.00
Student Health Center	<i>Chester County Hospital</i> Various laboratory tests for students 22903	\$ 8,659.82
Tutorial Center	<i>Nucraft Furniture Company</i> Provide and set in place furniture for the Tutorial Center to support students in various instructional programs 22796	\$ 13,135.17

West Chester University of Pennsylvania
Purchase Orders and Contracts in Excess of \$5,000
Executed during June, 2002
For the Purchase of Equipment, Services and Supplies

<u>Department</u>	<u>Vendor, Item, and Document Number</u>	<u>Amount</u>
Academic Computing	<i>Arch Associates Corporation</i> Laptop computers (10 ea.) for campus wide computer upgrade 23202	\$ 18,790.00
Administrative Computing	<i>Matrix Imaging, Inc.</i> Travel for technicians needed for the implementation of the OCR system in the Admissions Office 23343	\$ 7,608.00
Business Technology Center	<i>Dauphin DataCom</i> Maintenance contract for SSHE network operations equipment 23194	\$ 19,745.00
	<i>Marconi Communications</i> Support services on equipment for SSHE network operations center 23193	\$ 7,186.40
	<i>Niksun, Inc.</i> Telecommunications network equipment for the SSHE network operations center 23825	\$ 43,423.00
Commencement	<i>Herff-Jones Inc.</i> Diploma covers for December, 2002 and May 2003 graduations 23164	\$ 18,120.00
Custodial Services	<i>Hillyard, Inc.</i> A ride-on, floor scrubber machine 23476	\$ 12,610.00
Development Office	<i>American Mail Systems, Inc.</i> Renewal of mailing services contract for the period 7/01/02 through 6/30/03 23091	\$ 30,000.00
Facilities Division	<i>National Network Technologies</i> Mechanical construction phase 1 of the technology master-plan implementation project: telecommunications closet build out 6301860002	\$ 81,513.26

<u>Department</u>	<u>Vendor, Item, and Document Number</u>	<u>Amount</u>
Facilities Division	AP3C Architects Additional design services for the Nursing Laboratory in the Sturzebecker Health Center 6301380002	\$ 5,000.00
	ECT Inc. of Delaware Telecommunication construction for fiber optic ring infrastructure 6301850005	\$ 126,244.00
	Five Star Mechanical Mechanical construction for fiber optic ring infrastructure 6301850002	\$ 34,600.00
	Philips Brothers Electrical Contractors Electrical construction for build out of telecommunications closets at various campus locations 6301860004	\$ 322,647.00
	Coastal Communications Telecommunications construction for the build out of closets at various campus locations 6301860005	\$ 108,626.90
	Simplex Grinnell Fire Protection Systems Replace existing Tyco TFX 800 control panel in Schmucker Science II 6301200030	\$ 7,790.00
	PeopleSoft USA, Inc. Software maintenance agreement for the period 6/05/02 through 6/04/03 6100250033	\$ 39,765.00
	Construction and Design Lease agreement for the rental of suites E & M at 211 Carter Drive for the period 7/01/02 through 9/30/02 DA01007BTC	\$ 16,400.04
	Pendino Construction LLC Change order number 2 for General Construction ADA up-grades in Killinger Hall 6200620007	\$ 6,784.89
	GEM Mechanical Installation of Nitrogen generator in the Horse Laboratory, Schmucker Science Center 6301880001	\$ 9,600.00

<u>Department</u>	<u>Vendor, Item, and Document Number</u>	<u>Amount</u>
Geography & Planning	<i>Dell Computer Company</i> A scientific computer with software for the GIS laboratory 23214	\$ 10,916.00
	<i>Dell Computer Company</i> Computers (16 ea.) and software for the GIS laboratory 23212	\$ 18,816.00
	<i>IBM Corporation</i> A scientific laptop computer with software for for new tenure-track faculty member 23455	\$ 5,555.46
Graphics & Printing	<i>Franklin Printers Supply Co., Inc.</i> Provide and install a NuArc overhead exposure system 23392	\$ 9,999.20
Information Services	<i>Compaq Computer Corporation</i> A server and disk drives for the Main Frame computer 22553	\$ 9,270.00
	<i>Ask Technologies, Inc.</i> A Cicso starter system and components for the campus LAN video system 23163	\$ 15,100.00
	<i>Compaq Computer Corporation</i> Servers (2 ea.) with additional hardware and software to upgrade the campus network 23213	\$ 32,903.00
Library	<i>PALIC</i> URSA software license agreement for the period 11/01/01 through 6/30/02 23443	\$ 5,296.00
Mathematics Department	<i>Texas Instruments, Inc.</i> Calculators and other equipment needed for the Summer 2002 Calculator workshops 23205	\$ 10,210.00
	<i>ePlus Technology of PA.</i> Computers (150 ea.) for campus wide upgrade 22974	\$ 180,883.50
PA Writing & Literature Center	<i>G. E. Richard, Inc.</i> Purchase of a new Savin 2535 digital copier 23610	\$ 5,553.00

<u>Department</u>	<u>Vendor, Item, and Document Number</u>	<u>Amount</u>
PA Writing & Literature Center	<i>Classic Specialties</i> T-shirts for the PAWLP summer youth programs 23617	\$ 5,065.20
Physical Plant	<i>Kencor, Inc.</i> Renewal of Elevator maintenance and repair services contract for the period 10/01/02 through 9/30/03 23828	\$ 104,249.96
	<i>Johnstone Supply</i> Roof top air conditioning units (4ea.) for 201 Carter Drive, suite 100 23160	\$ 9,957.07
	<i>Elmer Schultz Services, Inc.</i> Maintenance repair services for kitchen equipment in Lawrence and Sykes Union kitchens for the period 7/01/02 through 6/30/03 22438	\$ 5,000.00
	<i>Best Access Systems</i> Replacement lock sets for South Campus apartments 23908	\$ 13,576.20
	<i>Philadelphia Newspapers, Inc.</i> Advertisement in the Philadelphia Inquirer for temporary instructors for the period 4/07/02 through 5/07/02 23841	\$ 15,320.00
Publications Department	<i>Advance Communications</i> Printing of Admissions application packets for 2002-2003 22798	\$ 10,551.00
	<i>Alcom Printing</i> Printing of Admissions Viewbook for 2002 through 2004 (two year supply) 23391	\$ 43,784.03
Public Relations & Marketing	<i>KYW News Radio</i> Advertising of Graduate & Adult Studies Open House on May 15 th , 2002 23353	\$ 15,000.00
Residence Life	<i>USA Today</i> Newspaper readership program 23236	\$ 60,000.00

<u>Department</u>	<u>Vendor, Item, and Document Number</u>	<u>Amount</u>
School of Business & Public Affairs	<i>Egan Visual</i> Lecterns (4 ea.) for the new classrooms at the McDermott Building 22810	\$ 8,043.00
	<i>ERSI</i> Institute of Higher Education limited site license agreement for the period 7/01/02 through 6/30/03 23937	\$ 15,000.00
School of Business & Public Affairs	<i>Dauphin DataCom</i> Computer hardware and software needed for network security at the McDermott building 23805	\$ 16,226.00
School of Music	<i>Walker Technical Company</i> Restricted gift to purchase a Walker Paradox System for teaching organ lessons 23398	\$ 22,695.00
Social Work	<i>Edwards Business Machines, Inc.</i> 36 month lease purchase of a Ricoh 1022 digital copier for the period 7/01/02 through 6/30/03 23398	\$ 5,400.00
Sports Medicine	<i>Laboratory Corporation of America</i> Laboratory testing services for NFL study 23789	\$ 32,000.00
Student Health Center	<i>Chester County Hospital</i> Provide medical coverage for students by board certified emergency room physicians for the period beginning 7/01/02 through 8/26/03 23778	\$ 160,000.00

West Chester University of Pennsylvania
Purchase Orders and Contracts in Excess of \$5,000
Executed during July, 2002
For the Purchase of Equipment, Services and Supplies

<u>Department</u>	<u>Vendor, Item, and Document Number</u>	<u>Amount</u>
Academic Computing	<i>ePlus Technology of PA</i> Computer monitors (45 ea.) for scheduled campus wide computer upgrade 24294	\$ 19,759.50
	<i>Bellstar</i> Remanufactured toner cartridges (190 ea.) for laser jet printers 23694	\$ 10,925.00
	<i>Computer Discount Warehouse</i> Laptop computers (15 ea.) for scheduled campus wide computer upgrade 24041	\$ 23,850.00
	Visual Sound, Inc. Provide and install audio visual systems in four classrooms at the Sturzebecker Health Science Center 24604	\$ 43,904.00
	<i>IBM Corporation</i> Laptop computers (12 ea.) for scheduled campus wide computer upgrade 24467	\$ 27,573.00
College Literature	<i>McNaughton & Gunn</i> Printing of four (4) issues of West Chester University College Literature Journal 24185	\$ 10,664.00
Criminal Justice	<i>IBM Corporation</i> Computers (2 ea.) with additional hardware and software 24399	\$ 5,630.60
Environmental Health & Safety	<i>Keystone Fire Protection Systems, Inc.</i> Renewal contract for maintenance, inspection and testing of portable fire extinguishers and wet chemical extinguishing systems for the period 6/06/02 through 6/06/03 24588	\$ 20,200.00
Facilities Division	<i>Pennsylvania Industries for the Blind</i> Furnish and install carpet in the Nursing Laboratory at the Sturzebecker Health Science Center 6301730014	\$ 17,953.53

<u>Department</u>	<u>Vendor, Item, and Document Number</u>	<u>Amount</u>
Facilities Division	<i>Pennsylvania Industries for the Blind</i> Furnish and install carpet in new classrooms 116E and 119A at the Sturzebecker Health Science Center 6301380013	\$ 5,488.14
	<i>Simplex Grinnell Fire Protection Systems</i> Furnish and install a fire alarm system in the Nursing Laboratory at the Sturzebecker Health Science Center 630189	\$ 132,935.00
	<i>Trane Company</i> Furnish and install replacement air handlers, (2 ea.) at the Schmucker Science Center 6301200031	\$ 11,668.00
	<i>Powerhouse Equipment and Engineering Co.</i> Lease purchase of a 20,000 lb/btu boiler for the Boiler Plant 3230PL2018	\$ 99,000.00
	<i>Arris Engineering Group Ltd.</i> Amendment to original agreement WC760 for additional engineering services for bidding and construction services in connection with the upgrade to the electrical power system 6301650004	\$ 42,200.00
	<i>G. Antonini Construction, Inc.</i> Paving services for the Ruby Field parking lot expansion project 6301800002	\$ 148,900.00
	<i>Hughes Relocation Services, Inc.</i> Temporary removal and storage of contents in Sanderson Residence Hall basement 6200590023	\$ 9,121.50
	<i>West Chester University Alumni Association</i> Rental of the Alumni House and related office space 72000169	\$ 8,000.00
	<i>Rettew Associates, Inc.</i> Develop and prepare highway occupancy plans and permit expenses for the East Campus parking and roads project 6301670007	\$ 32,300.00

<u>Department</u>	<u>Vendor, Item, and Document Number</u>	<u>Amount</u>
Facilities Division	<i>Rettew Associates, Inc.</i> Professional services to preform a traffic signal study, design and constructions plans for the East Campus parking and roads project 6301670006	\$ 17,700.00
	<i>Rite-Way Electric</i> Change order No. 2 to re-route electrical feed to exit lighting on all floors of Sanderson Residences Hall and to furnish and install a 200 amp circuit breaker panel 6200640002	\$ 11,361.00
	<i>Earth Engineering Incorporated</i> Geotechnical investigation at the alternative building site for the School of Music and the Performing Arts Center 6100380005	\$ 5,850.00
	<i>Read's Moving Systems, Inc.</i> Long term storage of equipment from Schmucker Science Center North (due to DGS renovation project 414-63) for the period 6/01/02 through 7/31/04 6301200034	\$ 11,347.49
Fiscal Affairs	<i>Ralph B. Watson & Son</i> Provide bottled spring water and coolers at various campus locations 24014	\$ 8,400.00
Grounds Department	<i>Chester County Solid Waste Authority</i> Landfill tipping fees for the period 7/01/02 Through 6/30/03 23986	\$ 68,000.00
Information Services	ePlus Technology of PA HP ProCurve switches for the Residence Hall LAN upgrade 24184	\$ 59,399.50
	<i>Front Range Solutions, Inc.</i> Renewal of annual software maintenance agreement for the period 9/01/02 through 8/31/03 24284	\$ 5,261.00
	<i>Graybar Electric Company</i> Telecommunication hardware for installation in the Quad area of the University, as part of the infrastructure upgrade 23979	\$ 15,832.00

<u>Department</u>	<u>Vendor, Item, and Document Number</u>	<u>Amount</u>
Inventory	<i>ePlus Technology of PA</i> Various types of HP Deskjet print cartridges (504 ea.) 24351	\$ 12,308.40
Library	<i>PALCI</i> Software license and maintenance agreement for the period 7/01/02 through 6/30/03. 24469	\$ 7,940.00
	<i>Marcive Inc.</i> Bibliographic record updating and archiving of library collection for the period 7/10/02 through 7/09/03 20630	\$ 17,925.00
	<i>Palinet</i> Online service for cataloging of Library electronic files for the period 7/01/02 through 6/30/03 24075	\$ 23,790.65
	<i>Palinet</i> On line subscription service for the period 7/01/02 through 6/30/03 24066	\$ 22,168.72
Physical Plant	<i>Johnstone Supply</i> Window air conditioning units (40 ea) for various Residence Halls 24406	\$ 8,492.30
	<i>Best Access Systems</i> Replacement locksets plus cores for the South Campus Apartment complex 24640	\$ 6,897.50
Public Relations	<i>John D. Lucas Printing Company</i> Printing of three (3) issues of West Chester University Magazine 24044	\$ 53,627.00
Psychology Department	<i>Leica Microsystems, Inc.</i> A rotary microtome configured system for the Psychology laboratory 21910	\$ 5,957.00
Residence Life & Housing	<i>Blockhouse Company</i> Provide and install furniture covers (seats and backs) at the South Campus Apartment Complex 24480	\$ 10,939.00

<u>Department</u>	<u>Vendor, Item, and Document Number</u>	<u>Amount</u>
School of Business & Public Affairs	<i>Nucraft Furniture Company</i> Provide and install new furniture in various offices at the McDermott Building 24474	\$ 10,422.94
	<i>Standard & Poor's</i> On site network installation of Compustat (North America) CD-ROM research insight software with quarterly updates 24262	\$ 17,450.00
	<i>Loewenstein</i> Provide and install new furniture in various offices at the McDermott Building 24362	\$ 13,134.08
	<i>IBM Corporation</i> Computers (5 ea.) with addition hardware for facility at the McDermott Building 24333	\$ 8,112.65
	<i>Brennan's Office Interiors</i> Provide and install new furniture in various offices at the McDermott Building 24105	\$ 17,064.31
	<i>Cabot Wren</i> Provide and install lounge furniture at various locations in the McDermott Building 24102	\$ 21,774.85
	<i>Drury Group, II</i> Monthly rental of the McDermott Building for the period 8/01/02 through 9/01/02 in accordance with lease agreement No. 762 DA12024TEC	\$ 57,256.29
School of Music	<i>Jacobs Music</i> Boston vetical pianos (3 ea) 23987	\$ 14,976.00
Student Health Center	<i>Pharmedix, Inc.</i> Pre-packaged medicine for students 24100	\$ 35,000.00
Sports Information	<i>A+ Printing Inc.</i> Printing of various University athlete media guides 24047	\$ 9,684.50
Student Affairs	<i>Visual Sound, Inc.</i> Provide and install a theater audio visual system in the Sykes Union theater 24323	\$ 57,276.00

West Chester University of Pennsylvania
Purchase Orders and Contracts in Excess of \$5,000
Executed during August, 2002
For the Purchase of Equipment, Services and Supplies

<u>Department</u>	<u>Vendor, Item, and Document Number</u>	<u>Amount</u>
Academic Computing	<i>SPSS, Inc.</i> Software license agreement for the period 9/01/02 through 8/31/03 24848	\$ 9,373.00
	<i>ePlus Technology of PA</i> Printers (2 ea.) for the Computer Art classroom in Mitchell Hall 24869	\$ 6,523.21
Biology Department	<i>The Academy of Natural Sciences</i> Grant services for environment research of 13 ponds in Chester County 24372	\$ 47,860.00
	<i>Chester County Water Resource Authority</i> Grant service for expenses associated with preparation of final report and workshop on nutrient loading in small watersheds and effects on headwater ponds 24374	\$ 12,000.00
	<i>FEI Company</i> Provide and install a Technai 12 Transmission Electron Microscope System provided via Grant 20429A	\$ 342,000.00
Cultural Affairs	<i>American Mail Systems, Inc.</i> Labeling, sorting and mailing of University cultural events and activities publications 24900	\$ 6,052.00
Environmental Health & Safety	<i>S. H. Bio-waste, Ltd.</i> Bio hazardous waste removal contract for the period 7/29/02 through 7/28/03 21401	\$ 10,000.00
Facilities Division	<i>DDP Contracting, Inc.</i> Renovations to Anderson Hall and the Warehouse Roofs 6301350009	\$ 147,000.00
	<i>Pioneer Contracting, Inc.</i> General construction work on F.H.G. Library, the Old Library, Main Hall and Sturzebecker Health Science building as described in the facade rehabilitation project #63-0023 6300230008	\$ 125,900.00

<u>Department</u>	<u>Vendor, Item, and Document Number</u>	<u>Amount</u>
Facilities Division	<i>Borough of West Chester</i> Geo technical and environmental assessment services at East Matlack Street and West Sharpless Street parking structure sites 660003	\$ 16,300.00
	<i>ECT Inc. of Delaware</i> Change Order #1 telecommunication construction to extend telecom cabling in front of Killinger Residence Hall 6301850005	\$ 46,462.64
	<i>GEM Mechanical</i> Change Order #1 is for additional mechanical construction for the LAN/CATV/Telephone project 6200640003	\$ 19,078.60
	<i>GEM Mechanical</i> Change Order #1 is for additional mechanical Construction for the nursing lab renovation Project 6301730005	\$ 8,160.42
	<i>Read's Moving Systems, Inc.</i> Move nursing department furniture from North Campus to the Sturzebecker Health Science Building, South Campus 6301730015	\$ 6,181.50
	<i>Joseph Stong, Inc.</i> Change order #1 is for additional services to add flow meters to the fire pumps located in Tyson, Sanderson and McCarthy Residence Halls 6200590016	\$ 10,028.98
	<i>Becker Winston Architects</i> Modification #1 is for additional design services to replace the existing lightning arrestor system on the Boiler Plant roof 6100160003	\$ 980.00
	<i>Westcott Electric Company</i> Change order #1 is to provide labor and material to remove existing wire mold raceway in Tyson, Sanderson and McCarthy Residence Halls 6200590017	\$ 34,628.58

<u>Department</u>	<u>Vendor, Item, and Document Number</u>	<u>Amount</u>
Facilities Division	<i>STV Architects</i> Professional design services to increase the size of the emergency generators located at Tyson and Sanderson Residence Halls to support the new sprinkler systems 6200690001	\$ 29,100.00
	<i>STV Architects</i> Professional design services for the sharing of a emergency generator between three Residence Halls 6200690003	\$ 27,800.00
	<i>Pendino Construction LLC</i> Change order #3 is for the demolition of ceramic tile and installation of new ceramic 2x2 floor tile in Killinger Residence Hall for the ADA upgrade project 6200620007	\$ 3,380.00
	<i>Rite-Way Electric</i> Change order #3 is for reconnecting surface mounted raceway in hallways of Sanderson Residence Hall 6200640002	\$ 6,736.00
	<i>Becker Winston Architects</i> Modification #1 for services obtaining a L&I permit for the addition to the existing South Campus sewage pumping station 6301010001	\$ 900.57
	<i>Brinjac Engineering, Inc.</i> Additional design services to redirect the original fiber optic route and include provisions for electrical (high voltage) conduits not included in the original contract 6301440002	\$ 10,000.00
Foreign Language	<i>Klein Transportation</i> Transportation of students and staff to various educational sites 24498	\$ 5,395.00
Information Services	<i>Visual Sound, Inc.</i> Provide and install audio visual system in the training room at Anderson Hall 24492	\$ 7,205.00
	<i>Matrix Imaging, Inc.</i> Blanket order for technical support of OCR software system for the period 8/01/02 through 6/30/03 24874	\$ 5,480.00

<u>Department</u>	<u>Vendor, Item, and Document Number</u>	<u>Amount</u>
Library	<i>Palinet</i> On-line cataloging services for the period 7/01/02 through 6/30/03 24663	\$ 67,383.00
Mathematics Department	<i>Texas Instruments, Inc.</i> Scientific calculators for students (123 ea.) 24912	\$ 10,985.00
Public Relations	<i>Philadelphia Newspaper Inc.</i> Advertising of Graduate Studies open house in the Philadelphia Inquirer on August 4 th , 2002 24707	\$ 10,812.16
	<i>Y100 Radio</i> Advertising of Graduate Studies open house for the period 8/02/02 through 8/07/02 24693	\$ 12,025.00
School of Business & Public Affairs	<i>SPL Intergrated Solutions</i> Provide and install video conferencing systems in classrooms at the McDermott Building 24254	\$ 63,094.00
	<i>Independence Interior Products</i> Black out shades for McDermott Drive Building 2200404004	\$ 11,790.00
Rising Juniors Programs	<i>Enterprise Leasing Company</i> Rental of vehicles for movement of student and equipment to various events 24717	\$ 5,660.78
	<i>P & D Ventures, Ltd</i> Consulting and coordinating services for the period 6/19/02 through 7/20/02 24715	\$ 8,500.00
School of Education	<i>Apple Education Buying Service</i> Replacement computers (7 ea.) for the MAC laboratory in Recitation Hall 24436	\$ 9,772.00
	<i>Apple Education Buying Service</i> A server for the MAC laboratory in Recitation Hall 24849	\$ 5,419.00
Student Health Center	<i>Quest Diagnostics, Inc.</i> Various lab test services for students for the period 8/07/02 through 8/06/03 21660	\$ 80,000.00

<u>Department</u>	<u>Vendor, Item, and Document Number</u>	<u>Amount</u>
University Support Services	<i>George Krapf, Jr. & Sons</i> Student bus transportation service for the period 8/25/02 through 5/10/03 24000	\$ 288,041.00