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3:30 p.m. East Campus Union

REMINDER

Landscape Services has listed these suggestions to help reduce litter on campus.

- ▶ Please keep dumpster lids closed after dumping garbage. When left open, and the conditions are windy, the litter is spread onto the landscape.
- ▶ Please tape shut all boxes containing Styrofoam packing material. It doesn't take much for this to get loose.
- ▶ Please dispose of cigarettes into the receptacles provided around each entrance.

DEADLINES

The IPRI Workshop cutoff date for pre-registration must be postmarked by 1/7/98. TA's must be filled out before pre-registration can be paid.

Faculty: The deadline for submitting your Annual Report of Faculty Accomplishments has been extended to **Wednesday, November 26, 1997.**

FROM CHERI'S DESK

1998 Summer Vehicle Reservations

If you will be needing a vehicle for field research next summer, now is the time to reserve it. The number of vehicles available is limited, please don't delay. Please bring your completed order/request form to Pam, include the company/center to be charged, type of vehicle, dates of use, and special requirement information if any.

Linweld Purchases & Mastercard Use

Mastercard should **not** be used to purchase gas or to pay cylinder demurrage charges from Linweld. UNL has been receiving all Linweld invoices electronically as of September 3, 1997. All invoices are paid by University Services and charged back to the departments. Because there is little information printed on the charge back tickets, please complete an Order/Request form when purchasing from Linweld and be sure to include the company/center, who picked up the product and the date.

Holiday Mastercharge Voucher Deadlines

Bring **all** vouchers and available corresponding documentation to Pam by **Monday noon** on the following dates:

Thanksgiving. November 24, 1997
Holiday. December 22, 1997
Reconciliation must be completed Tuesday both weeks so UNL Accounting can proceed with payment prior to University shut-down.

Ordering/Receiving/Returning

Reorganization of the main office accounting support functions is nearing completion. Pam Gandara will be supporting your ordering, receiving, distributing and return needs. The policies and procedures required by the State of Nebraska and UNL Accounting are complex and at times confusing. Pam and I thank you in advance for your patience and support as we enter a new phase of her training.

Supelco New Customer No. 0049453198

Please use our new customer number whenever you order from Supelco, beginning November 3. Ordering will be easier and faster if you refer to this number when placing or tracking your orders. Soon, you will be able to use this same number to order from any of their sister companies: Sigma, Aldrich, Fluka, and Riedel-de Haen. We expect them to begin to operate under their new SAP R/3 system in the first half of 1998. We will provide specific ordering information when it becomes available.

PUBLICATIONS

Ellis, M.D. and F.P. Baxendale. Toxicity of Seven Monoterpenoids to Tracheal Mites (Acari: Tarsonemidae) and Their Honey Bee (Hymenoptera: Apidae) Hosts When Applied as Fumigants. 1997. J. Econ. Entomol. 90(5): 1087-1091.

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