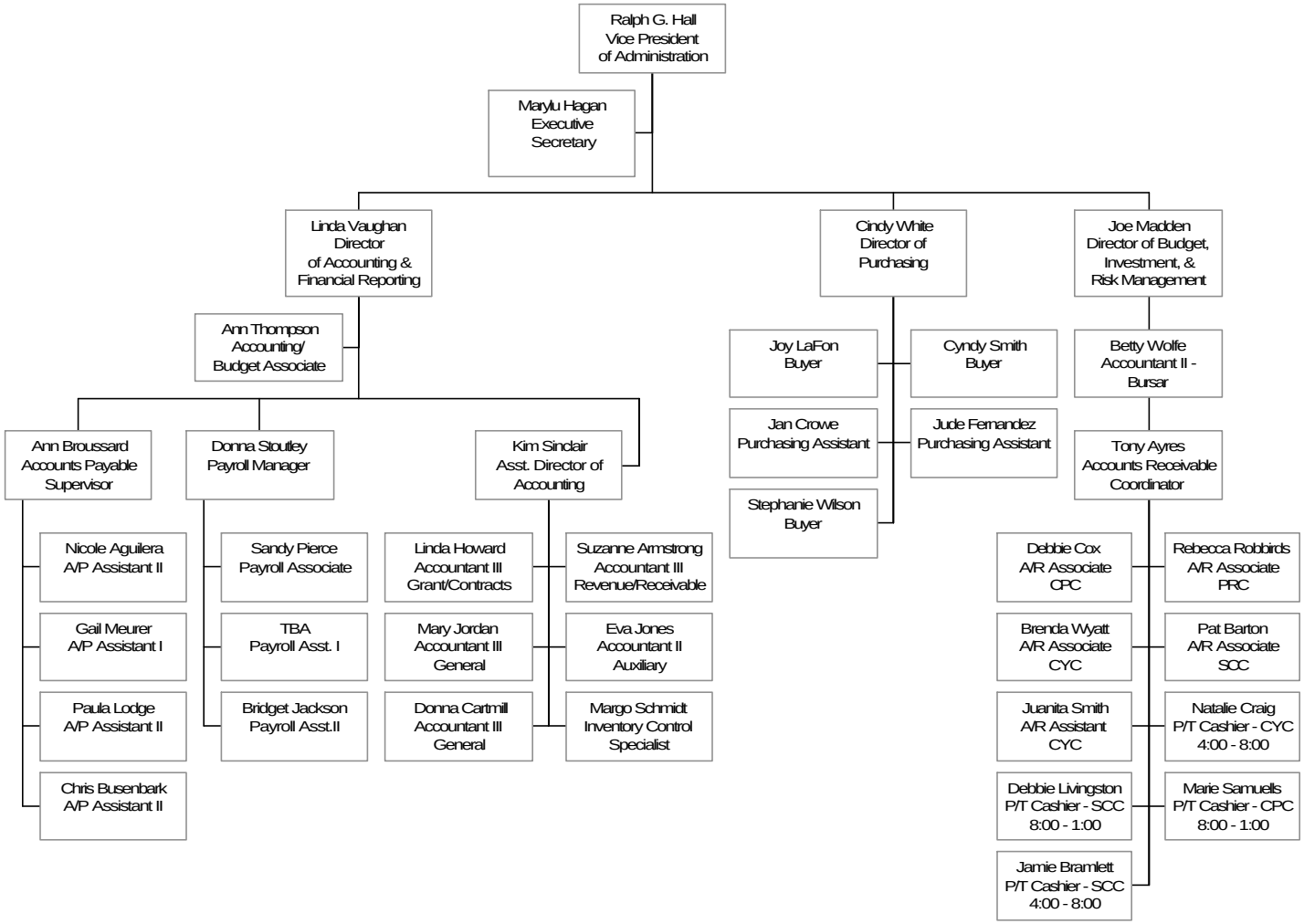Business Office & Purchasing