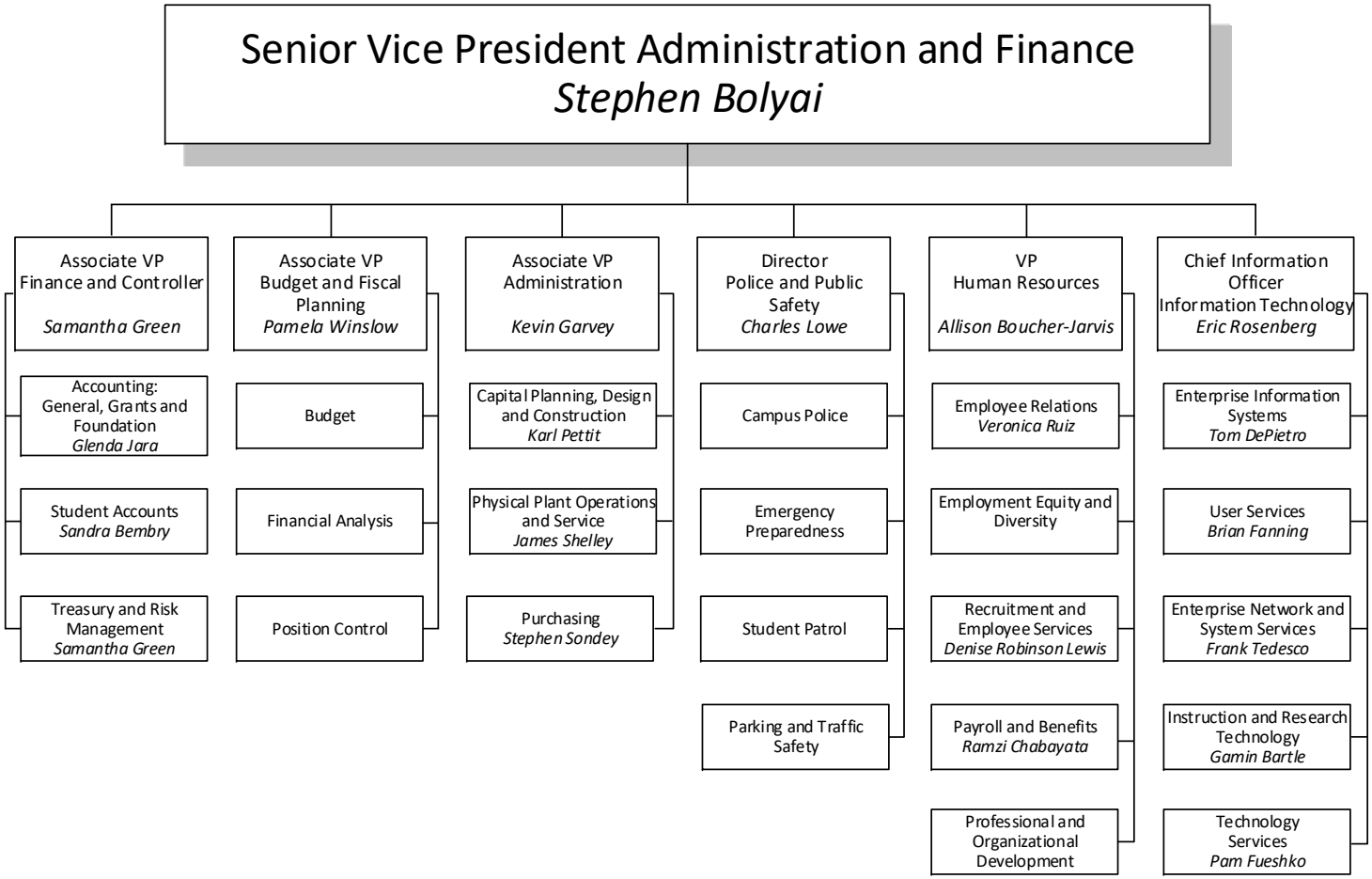DIVISION OF ADMINISTRATION AND FINANCE