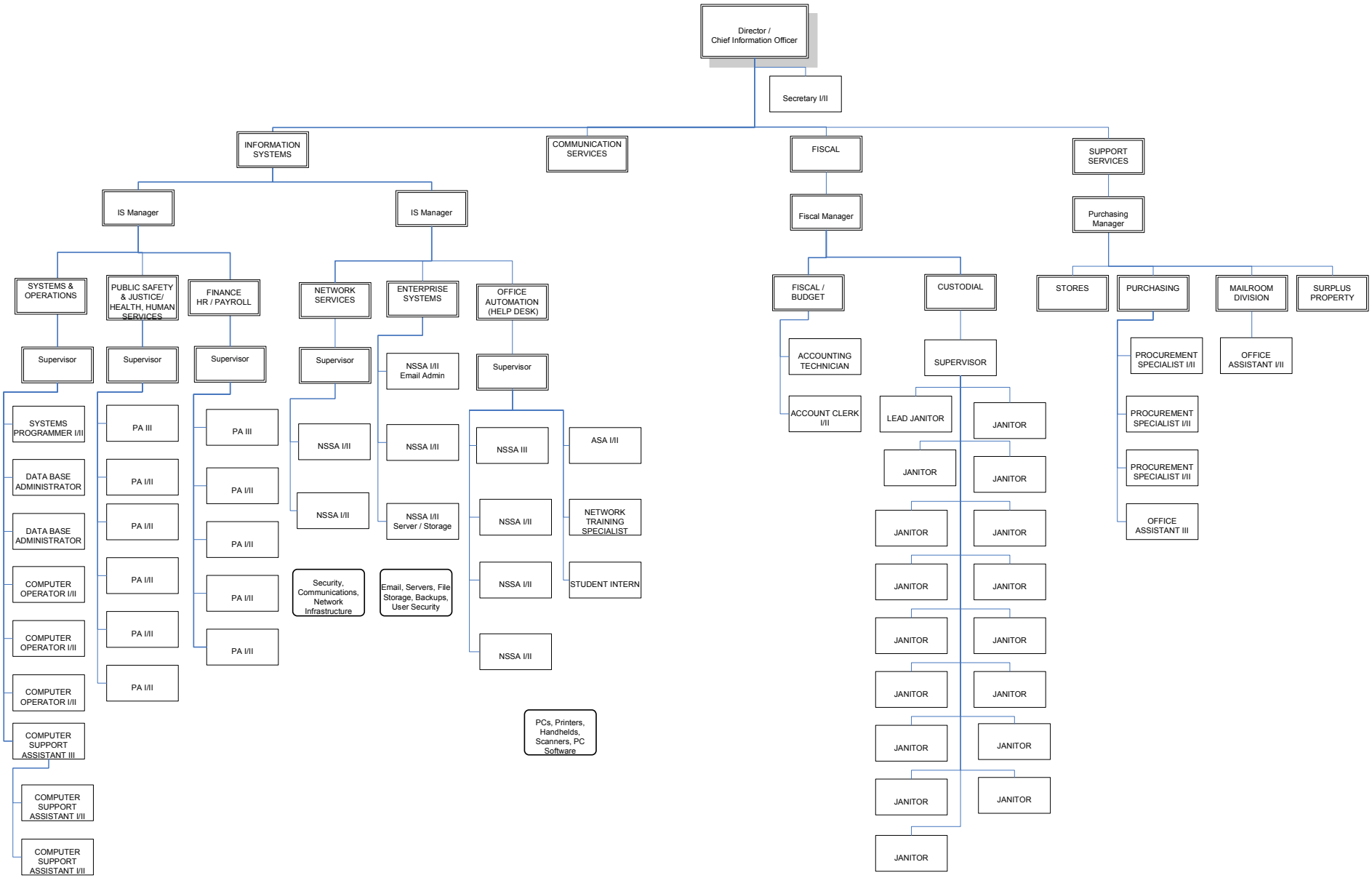ADMINISTRATIVE SERVICES DEPARTMENT