URI Controller’s Office

Financial Administration Meeting
October 25, 2017

Trish Casey, Controller
Welcome

- Next Controller Financial Administration meetings:
  - March 25, 2018
  - May 23, 2018
- Controller’s Listserv
  - JOIN Controller's listserv
- PowerPoint presentation available on Controller’s website on News & Updates
New Staff

Lisa Richard – Accounting Manager
Alisha Stebbins – Sr. Business Analyst
Open position – PCard Accountant – posted soon
Mary Strawderman – Payroll
Audited Financial Statement Highlights

- The University’s financial statements received an unqualified opinion from the independent auditor.
- The audited financial statements were completed on time.
- Audited Financial Statements will be available on the Controller’s website, Financial Reporting after acceptance from Council tonight (10/25/17).
- A-133 Single Audit due November 30th

Thank you everyone for your hard work and dedication!!
Non grant billing and receiving should be processed by our Misc Receivable Department

No Department should be billing and receiving in their own department

Contact Dave Gentile with any questions

[Accounts Receivable website]
Legal Review of Contracts and Agreements

- Reminder: All Agreements and Contracts must be reviewed by URI Legal prior to approval.
- Agreements and/or contracts should be sent to the attention of Patricia Foster at paf@uri.edu in Word document form.
- Please give plenty of time for legal review (at least 2 weeks).
- Authorized signers can be found on the Controller’s Office Policies & Procedures webpage:
  - URI Approved Signature Authority
URI Purchasing Office

Tracey Angell, Interim Director

tracey@uri.edu
401.874.2326
International Travel

Export Control International Travel Form

Travel Authorization Workflow

Questions about International Travel?
Insurance:

- **Mandatory**: for all URI international travelers
- **Coverage**: Medical, emergency evacuation and repatriation
- **Optional Coverage**: trip cancellation, trip delay, personal property coverage, liability insurance, phone packages, etc.
- **Eligibility**: URI Students & employees, dependents and spouses
- **Pricing**: $10.60 weekly (additional fee for dependents & spouse)
- **Payment**: PCard and credit cards
- **Enrollment**: Online via the Risk Management website

**Insurance Waiver –**
- 1) **Dual Citizenship** and traveling to country of citizenship
- 2) **Study Aboard Programs** with international travel insurance included in program fee

**Traveling to Country with State Travel Warning or Advisory**
- 1) Approval of Provost or VP of Finance & Admin, and
- 2) International Travel Assumption of Risk Form
Sponsored & Cost Accounting

Michele G. Wood
Associate Controller
Updates/Reminders

- Service centers
- F&A
- Single audit
- Other audits
- S&CA PS Grants – Billing & Receivable & Portal
As previously reported, service center transactions selected in US Dept of Interior audit; finding determined billing not based on approved bill rate (estimate was used)

No issues found with expenditures within service center

NEW (from last year…): must provide supporting calculation (approved billing rate multiplied by units) with credit statement
6 of 12 universities accumulated $6.6 million in surplus fund balances.

This resulted in a $1.2m overcharge to federally sponsored research.

Some universities used surplus fund balances for unrelated purposes.

One university reported a deficit balance when it improperly classified a purchase of $729k in inventory as expenses.

Equipment expensed rather than capitalized and depreciated.

3 universities included $1.3m in unallowable costs including costs relating to entertainment, interest and bad debt.
Work is underway on F&A Rate
FY 16 is the base year
Expected submission date is 12/31/2017
Have no firm schedule on when the rates would be negotiated; based on DHS workload and schedules

Current rate agreement on F&A Rate
Single Audit (formerly A-133)

- Report for federal expenditures in the fiscal year, by CFDA number
- Annual requirement
- Currently being reviewed by auditors
- Issue date in November
Other Audits

US Dept of Interior audit concluded; no final questioned costs
US Dept of Justice audit has not issued a final report
US SBA financial review resulted in a small refund for costs posted after the end date of the grant
Uniform Guidance – 200.343 Closeout “must submit no later than 90 days after the end date of the period of performance all financial, performance and other reports required……must liquidate all obligations incurred under the Federal award not later than 90 days after the end date”
Grant Close out Timing Example

<table>
<thead>
<tr>
<th>Project end date</th>
<th>Budget definitions end date</th>
<th>January grants close completed</th>
<th>Final invoice to be generated by S&amp;CA</th>
<th>Cash to be received on final invoice</th>
<th>SF-425 Federal Deadline</th>
</tr>
</thead>
</table>

Transactions posted month following project end date for final payroll, encumbrances, etc.

F&A is posted to project for January transactions

After close is completed, the expenditure data is summarized by invoice and sent to agency with any requested supporting documentation

Typical cash receipt terms are net 30 days; letter of credit draw is normally completed within 15 days of billing cycle

Per SF-425 instructions, final SF-425 forms are due 90 days after the project/grant end date

End date + 30 days | 40 days | 45 days | 75 days | 90 days |
S&CA PS Grants – Billing & Receivables and Portal

- Billing – general info
- FAQs
- Portal data
PS Billing & Receivables

Organizational structure
- OSP pre-award; post-award setting up award in PS
- S&CA reviews the award/grant agreement for billing terms and conditions and reporting requirements, along with Single Audit data checks
- S&CA starts the billing process once there are transactions on the grant and/or an up front requirement to bill

Working on ..... 
- Direct email of invoices
- Continued work on queries/reports
- Business process changes
- Grants proposal award attachment

Summary of ARB system pros and cons
- Billing is complex and precise (ex: award billing limits)
- One system; overall improved internal controls & visibility to data
- Sponsor identification and review important
- Improved data integrity (same award numbering) and documentation (billing terms, PDFs of invoices)
- Ability to process and track corrections in PS
- Additional reviews and reconciliations throughout process
Invoices are issued within 30 days of month end close
Cost reimbursable (CR) means invoices based on costs recorded in PeopleSoft for the grant
Fixed price (FP) means invoices based on an agreed amount (i.e. milestone, fixed payment schedule, etc.)
Fixed price- CR means invoices based on an agreed amount but refund is due to sponsor if entire amount not spent
Invoices issued (date process run and $$ amount) in grants portal (see below)
Avoid late transactions (anything beyond 30 day close out period) or seek no cost extension
# PS Grants Portal

## Business Unit: URI PS  
Award ID: AWD03151  
Account: SUPPORT FOR WATER RESOURCES CNTR

**Budget Period:**  
Through:

**Date Selection:** As of Date

<table>
<thead>
<tr>
<th>Sponsor</th>
<th>Budgeted</th>
<th>Expended</th>
<th>Encumbered</th>
<th>Pre-Encumbered</th>
<th>Remaining Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPRTR</td>
<td>0.00</td>
<td>110.00</td>
<td>0.00</td>
<td>0.00</td>
<td>-110.00</td>
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<tr>
<td>CONSULT</td>
<td>1,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,000.00</td>
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<td>CRONAV</td>
<td>11,034.00</td>
<td>7,097.15</td>
<td>0.00</td>
<td>0.00</td>
<td>3,936.85</td>
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<tr>
<td>DUES</td>
<td>9,000.00</td>
<td>9,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>EQUIP</td>
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<td>2,603.87</td>
<td>0.00</td>
<td>0.00</td>
<td>31.13</td>
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<td>-RINGE</td>
<td>21,054.98</td>
<td>15,261.17</td>
<td>0.00</td>
<td>0.00</td>
<td>5,793.79</td>
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<td>-RADST</td>
<td>186,448</td>
<td>136,780.39</td>
<td>0.00</td>
<td>0.00</td>
<td>49,667.61</td>
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<tr>
<td>-SRPER</td>
<td>7,253.20</td>
<td>3,282.40</td>
<td>0.00</td>
<td>0.00</td>
<td>28,376.20</td>
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<tr>
<td>OTHER</td>
<td>1,439.00</td>
<td>8,175.81</td>
<td>0.00</td>
<td>0.00</td>
<td>-6,736.21</td>
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<tr>
<td>DTFERS</td>
<td>13,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>13,000.00</td>
</tr>
<tr>
<td>PERSON</td>
<td>55,389.00</td>
<td>55,389.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>SRPERS</td>
<td>10,354.00</td>
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<td>0.00</td>
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<td>10,354.00</td>
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<td>SUPPL</td>
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<td>11,915.87</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<td>UNGRAD</td>
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<td>3,834.15</td>
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<td>5,159.27</td>
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</table>

**Total Direct:** 318,078.00  
**Total FA:** 0.00  
**Totals:** 318,078.00

---

## Cost Share

<table>
<thead>
<tr>
<th>Budget Item</th>
<th>Budgeted</th>
<th>Expended</th>
<th>Encumbered</th>
<th>Pre-Encumbered</th>
<th>Remaining Balance</th>
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<tbody>
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<td>ACDMS</td>
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<td>-SRPER</td>
<td>13,132.00</td>
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<td>0.00</td>
<td>-52,213.67</td>
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<tr>
<td>DTFERS</td>
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<td>45,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>TUITIO</td>
<td>207,342.00</td>
<td>207,342.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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</table>

**Total Direct:** 373,358.00  
**Total FA:** 0.00  
**Totals:** 373,358.00

---

## Total Amounts

<table>
<thead>
<tr>
<th>Budgeted</th>
<th>Expended</th>
<th>Remaining Balance</th>
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</thead>
<tbody>
<tr>
<td>601,446.00</td>
<td>590,866.17</td>
<td>90,580.28</td>
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</tbody>
</table>

**Remaining Balance:** 62,778.00

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**Institution & Sponsor Links**  
**Funding Allocations**  
**Milestone Notifications**  
**Protocols**  
**Award Attachments**  
**Reports**
Invoice & Payment Details Inquiry

Search Options
- Business Unit: URIPS
- Award ID: AWD04310
- Start Date: [ ]
- End Date: [ ]
- Date Selection: As of Date

Totals Summary
- Invoiced: 121,417.09
- Received: 72,519.57
- Unpaid Amount: 48,797.52

Unpaid Invoices
<table>
<thead>
<tr>
<th>Invoice ID</th>
<th>Invoice Date</th>
<th>Original Amount</th>
<th>Payment Amount</th>
<th>Unpaid Balance</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNV-0004762</td>
<td>04/30/2015</td>
<td>9,480.04</td>
<td>9,480.04</td>
<td>0.000</td>
<td>USD</td>
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<tr>
<td>GM-00000295</td>
<td>06/23/2015</td>
<td>15,550.57</td>
<td>15,550.57</td>
<td>0.000</td>
<td>USD</td>
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</table>

Payment Received
<table>
<thead>
<tr>
<th>Payment ID</th>
<th>Invoice ID</th>
<th>Payment Date</th>
<th>Payment Amount</th>
<th>Currency</th>
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</thead>
<tbody>
<tr>
<td>CNV-0004539</td>
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<tr>
<td>CNV-0004762</td>
<td>04/30/2015</td>
<td>9,480.04</td>
<td>USD</td>
<td></td>
</tr>
</tbody>
</table>
Questions

Please contact me for training and any questions
Michele Wood mgwood@uri.edu 874-2353
Accounting
Accounts Payable
Travel & PCard

Doreen J. Bolster, Associate Controller
Currently have approximately 400 active users
Avg. monthly spend since rollout is approximately $70,000
Should be used for business purposes only
Goods must be shipped to URI address
Purchases must be made using the URI Purchase Card
Do not use personal credit card to make personal or business purchases
Amazon Prime membership is available to all users at no cost.
Seeking reimbursement via an Invoice Voucher for items paid personally should be limited

Please use an LVPO or PCard

Sales tax will not be reimbursed for items paid personally

Make sure to carry a copy of the URI Sales Tax Exemption form and your URI ID when making a business purchase with a personal credit card

Check the Controller’s website for updates to the list of Allowable Items
Travel – Rental Vehicle Justification Form

New - Rental Vehicle Justification information is now entered by the preparer within their Travel Authorization

Travel Authorization approvers can now view the Rental Vehicle Justification information within the Travel Authorization and consider for approval as part of the Travel Authorization approval
## Travel – Auto Rentals

### General Information
- **Description:**
- **Business Purpose:**
- **City:**
- **Date From:**
- **Date To:**
- **State:**
- **Country:**
- **Attachments:**

### Accounting Defaults

<table>
<thead>
<tr>
<th>Select</th>
<th>Expense Type</th>
<th>Date</th>
<th>Amount</th>
<th>Currency</th>
<th>Attachments</th>
<th>Payment Type</th>
<th>Billing Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Domestic Trip-Auto Rental</td>
<td>10/23/2017</td>
<td>250.00</td>
<td>USD</td>
<td></td>
<td>URI Employee</td>
<td>Internal</td>
</tr>
<tr>
<td></td>
<td>Foreign Trip-Auto Rental</td>
<td>10/23/2017</td>
<td>250.00</td>
<td>USD</td>
<td></td>
<td>URI Employee</td>
<td>Internal</td>
</tr>
<tr>
<td></td>
<td>Ath. Preseason - Auto Rental</td>
<td>10/23/2017</td>
<td>250.00</td>
<td>USD</td>
<td></td>
<td>URI Employee</td>
<td>Internal</td>
</tr>
</tbody>
</table>

### Totals
- **Authorized Amount:** 550.00 USD

### Options
- Copy Selected
- Delete Selected
- Check For Errors
- New Expense
- Add

### Additional Options
- Save for Later
- Submit
- Update Totals

[Return to Travel and Expense Center](#)

[Create A Cash Advance](#)
Rentals (both domestic and international):
- URI has contractual rates with preferred agencies (Enterprise and National Car Rental)
- When booking rentals with preferred agencies, you must provide the University Business Travel Account Code – XZ49287

Insurance (domestic):
- Preferred agency rates include the following auto insurance coverage
  - Liability coverage up to $300,000 and
  - Collision coverage for the value of the rental vehicle
- Any additional coverage will not be reimbursed
Travel – Auto Rental & Insurance

- Domestic - If renting from a non-preferred agency, traveler must request a certificate of insurance on-line from the University Risk Management website.
  - Certificate must be requested four (4) days prior to travel.
  - Certificate will be emailed to traveler.
  - Traveler must print out certificate and bring to the rental agency.
  - Any insurance coverage purchased from the rental agency will not be reimbursed.
Travel – Auto Rental & Insurance

Insurance (International):

- Whether you rent from a preferred or non-preferred agency, in all cases you must purchase the CDW/LDW and liability insurance in the minimum amount offered by the rental agency.
- Please note, additional insurance protection products offered by a preferred or non-preferred rental agency, whether it is domestic or foreign travel, are not covered per the University Travel policy.
- Examples include:
  - Personal Accident Insurance
  - Supplemental Liability Protection
  - Roadside Assistance Protection
- Risk Management questions should be referred to Cynthia Stanton, ext. 2591
A Travel Authorization must be in place prior to booking any travel

Combined business and personal travel:

- Must obtain 2 airfare quotes at the time of booking
  1. Quote for business dates only
  2. Quote with combined business and personal dates (this would be the actual flight cost)

- Must attach both quotes to Expense Report
- Least costly flight will be reimbursed
- Only seek reimbursement for business portion of all other expenses associated with trip including hotel, per diem, car rental, gas, parking, etc.
- Every effort should be made to use your personal credit card for non-business portion of expenses
- Also, see information regarding the combination of personal travel and business travel on the Controller’s website
- [http://web.uri.edu/controller/files/Personal_Time_with_Business_Travel.pdf](http://web.uri.edu/controller/files/Personal_Time_with_Business_Travel.pdf)
<table>
<thead>
<tr>
<th>Type of Travel</th>
<th>Allowed</th>
<th>Unallowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flights</td>
<td>Economy class only</td>
<td>Seat upgrades, seat fees, early check-ins</td>
</tr>
<tr>
<td>Trains</td>
<td>Coach Fare</td>
<td>Seat upgrades, trip insurance</td>
</tr>
<tr>
<td>Conference Registrations</td>
<td>Conference Registrations</td>
<td>Banquets, dinners, receptions, galas</td>
</tr>
<tr>
<td>Lodging</td>
<td>Room rentals</td>
<td>Room service, hotel restaurants, other auxiliary services</td>
</tr>
<tr>
<td>Car Rental and gas</td>
<td>Car Rental, gas for rental, GPS if deemed necessary</td>
<td>Add’l insurance protection products, satellite radio</td>
</tr>
</tbody>
</table>
### URI Individual Travel Card

#### Allowed vs. Unallowed

<table>
<thead>
<tr>
<th>Type of Travel</th>
<th>Allowed</th>
<th>Unallowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxi, Uber, Shuttles</td>
<td>Taxi, Uber, Shuttles</td>
<td></td>
</tr>
<tr>
<td>Parking</td>
<td>Parking</td>
<td></td>
</tr>
</tbody>
</table>

Food is Not allowed to be charged to a URI Individual Travel Card. Meal per diems apply.
Make sure to associate the TA # (Travel Authorization) to the ER (Expense Report) by clicking on the link entitled “Associate Travel Authorization” on the ER.

Send the hard copy of the ER, TA and all original, supporting documentation to the Travel Office as well as attaching your documents to the ER in PS.

On-line reference guide available as follows:

Supporting Documentation

- Applicable to:
  - Invoice Vouchers
  - PCards
  - Travel and Expense (even if URI Travel Card used)
  - LVPO’s
  - IVPO’s – Credit Statement

- Should include itemized receipt
  - Description of what was purchased
  - Proof and method of payment (cash, check or credit card type and last four digits of credit card #)
  - Was sales tax paid
  - Where was it shipped, if applicable
Supporting Documentation

- If you are not able to obtain receipt which shows method of payment, please indicate method of payment on receipt
  - Personal check – attach copy of cancelled personal check
  - Credit card – indicate whether you used a personal credit card, URI Pcard or URI Travel card
- Receipts need to be legible. When taping receipts on to an 8 ½ x 11 paper, do not cover wording with tape.
All applications should be completely filled out and include appropriate signatures.

Applications should be accompanied by respective agreement(s) and forwarded together to pcard@etal.uri.edu.

Please be sure to use the application and agreement forms currently on the Controller’s Website.

2018 annual agreements will be sent out by November 6th via the PCard Listserv.
Questions???

Please don’t hesitate to contact any of us with questions, concerns…

Call us for any training needs
Payroll

Jim Cacciola
Assistant Controller
Time Card Approvals

Assign adequate approvers and delegates to provide coverage, esp. during holiday weeks

ACCURATE AND TIMELY SUBMISSION OF HOURS

Hours worked must be reported and approved based on actual hours worked

DO NOT treat hourly employees on Inhouse payroll as contract employees or lump hours together for ease in reporting
W-2 Reminder

- Separate W-2s for State and PeopleSoft payrolls

- **Addresses**
  - Changes need to be in system by 12/14/17
    - State Payroll – Form USP-5 processed by HR
    - PeopleSoft – Online
Direct Deposit

- State Payroll – Direct Deposit Required
- In-House Payroll – Highly recommended (currently)


- Coming Soon – In-house payroll requirement - Direct Deposit (students and internal payroll)
Job Data/Distribution Data

- Ongoing problems with errors and omissions to jobs entered into PeopleSoft
  - Job Codes
  - Position Numbers & Levels (Graduate Assistants)
  - Changes in hourly rates (Students)
  - Appointment Level Department Budget Tables

- CANNOT CHANGE DATA ONCE A JOB IS ESTABLISHED AND ONE PAYMENT HAS BEEN MADE TO THAT JOB
Questions
Financial System Management

Dave Hansen
Associate Director
## Travel & Expenses

### Memory Lane

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug – 2013</td>
<td>Functional/Technical Staff Training</td>
</tr>
<tr>
<td>Dec – 2013</td>
<td>Project Kickoff</td>
</tr>
<tr>
<td>Jan – 2014</td>
<td>Requirements gathering</td>
</tr>
<tr>
<td>Sep – 2014</td>
<td>Bank Account Changes for A/P and Expense</td>
</tr>
<tr>
<td>Jan – 2015</td>
<td>Beta Test Controller/Budget Office</td>
</tr>
<tr>
<td>May – 2015</td>
<td>Beta Test – College of CELS – Administrative Staff – 3 Users</td>
</tr>
<tr>
<td>Sep – 2015</td>
<td>Beta Test - College of CELS – App 230 Users</td>
</tr>
<tr>
<td>Sep – 2016</td>
<td>Community Rollout – Ginny/Shaune trainings all over campus.</td>
</tr>
<tr>
<td>Jun - 2017</td>
<td>Completed Rollout</td>
</tr>
</tbody>
</table>
1st full module URI implemented totally in-house.
1st Module Implemented with Workflow enabled from the beginning.
HR Supervisor introduced/utilized so major software customization could be avoided.
Utilized Sig Auth Boxes 3 and 4 to allow departments to control their Expenses Workflow.
Expense transactions flow through entire system. AR/Billing/GL/AP/Banking/KK/Report Tables
Travel & Expenses Accounting 101
Financials Users 1,365 as of 1/15/14
Financials Users Now 2,561 as of 10/20/17
Est. 504 students added
Est. 692 faculty and staff added
Over 4028 Travel Authorizations processed already
Over 5057 Expense Reports processed
Travel is complicated

Travel policy is even more complicated

Travel affects everyone
  Students/Faculty/Staff/Candidates

We did not anticipate the number of Security forms we would need to process

URI travels to all parts of the world
9.2 Upgrade Objectives

- Move to Supported version of PeopleSoft
  - 9.1 Support ends 12/31/2017
- Maintain Current Functionality from 9.1
- Utilize Business Process Inventory toolset
  - Identifies Customizations which maps to business processes
    - Most if not all customizations will be brought forward.
    - New functionality and enhancements will be identified and documented with estimated level of effort to implement
- Timeline is extremely short
  - Limit Scope creep by sticking to the plan
  - Freeze production to allow team to focus on Upgrade
  - Development and Testing must be going on Simultaneously
# 9.2 Upgrade

<table>
<thead>
<tr>
<th>In Scope</th>
<th>Out of Scope</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Upgrade to PSoft 9.2 using existing Modules and Functionality</td>
<td>• Implementation of any module or functionality that is not currently utilized</td>
</tr>
<tr>
<td>• Bring forward all required customizations.</td>
<td>• Removing customizations if re-engineering Business Process would extend Timeline.</td>
</tr>
<tr>
<td>• Configure new functionality only if existing customization does not work and is necessary for go live.</td>
<td>• Work Centers, Pivot tables, Fluid and all bells and whistles.</td>
</tr>
<tr>
<td>• Security modifications that may be required due to new version.</td>
<td></td>
</tr>
</tbody>
</table>
Questions

- Please contact us for training
- Deb Cole 4-9523 or dcole@uri.edu