



Council of Trustees
West Chester University
West Chester, Pennsylvania 19383-1000

**Council of Trustees
Resolution
2002-27**

www.wcupa.edu

Proposed

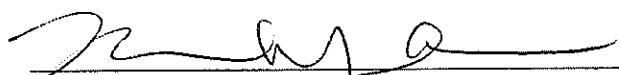
RESOLUTION
COUNCIL OF TRUSTEES
WEST CHESTER UNIVERSITY OF PENNSYLVANIA
NOVEMBER 21, 2002
ENDOWMENT MANAGEMENT TRANSFER

BE IT RESOLVED THAT THE COUNCIL OF TRUSTEES OF WEST CHESTER UNIVERSITY OF PENNSYLVANIA HEREBY APPROVES THE TRANSFER OF ALL ENDOWMENT AND SIMILAR ASSETS (WITH THE EXCEPTION OF THE PHILIPS FUND ENDOWMENT WHICH IS MANAGED BY THE FIRST NATIONAL BANK OF WEST CHESTER AS TRUSTEE OF THE FUND) TO THE FUND FOR WEST CHESTER UNIVERSITY OF PENNSYLVANIA.

THE FUND FOR WEST CHESTER UNIVERSITY OF PENNSYLVANIA SHALL HOLD AND MANAGE THESE AFOREMENTIONED ASSETS FOR THE UNIVERSITY IN ACCORDANCE WITH THE INVESTMENT POLICIES OF THE STATE SYSTEM OF HIGHER EDUCATION AND THE TERMS OF THE FIDUCIARY AGREEMENT.

THIS AGREEMENT IS EFFECTIVE JULY 1, 2003 THROUGH JUNE 30, 2005 AND IS RENEWABLE BIENNIALY.

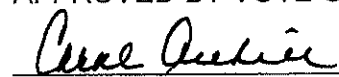
APPROVED PENDING ACTION BY THE COUNCIL OF TRUSTEES



Madeleine Wing Adler, President

11/7/02
Date

APPROVED BY VOTE OF THE COUNCIL OF TRUSTEES



Carol Aichele, Chairperson
Council of Trustees

11-21-02
Date

ENDOWMENT MANAGEMENT TRANSFER SUMMARY RATIONALE

The Fund for West Chester University of Pennsylvania (Fund) was established in 2001 to serve as West Chester University's (WCU) primary fund raising arm, build privatized student housing and similar facilities, and handle other contracts and special projects for the University.

Among the Fund's important advantages is its capacity to accept and manage certain types of contributions that the University cannot directly receive. Principal among these are gifts of real property, insurance, and some trusts. Prior to the Fund's creation, WCU could not pursue or accept such gifts or had to find a third party to handle the transaction, a process that added cost and was inconvenient for donors. With the Fund in place, these gifts are easily processed and are helping the University achieve record fund raising results.

In addition to its fund raising and housing activities, the Fund charter also empowers it to assist the University with endowment management. The primary reasons for the Fund to provide this service are as follows:

- 1) In order for the Fund to assist the University with the development of planned gifts - particularly annuities and certain trust and insurance offerings - Pennsylvania law requires that the Fund have assets to back the promises made to donors by entering into these gift contracts. For example, annuities (an arrangement where West Chester University accepts an asset from a donor in return for providing that donor with a certain amount of annual income for life) must, by law, be guaranteed by a reserve of funds before they can be offered. While it is easy for the Fund to process these gift contracts, it does not have its own resources with which to meet the requirements of this rule. By managing the endowment for the University, the Fund will meet this requirement.
- 2) As donors contribute to the University through the Fund, they want to know that the management of their gifts is clearly defined and that the entity that receives the funds is empowered to manage them for the purpose they have identified. Management of endowment by a foundation or fund is a customary approach throughout the State System and one that prospective donors understand and feel comfortable with. It also reduces the donors' fear that at some future date the state may choose to use their gift for a purpose other than they intended.
- 3) Because the Fund is an affiliated but independent nonprofit entity, it enjoys greater latitude in developing fund manager selection criteria that balance performance and price expectations (fees, services, and returns) with a concern for the special benefits that regional money managers may provide (e.g., access to donors and financial support). Currently, the University is unable to consider these special factors when selecting an endowment manager. However, the Fund may use such criteria. At the same time, the Fund can (and will) be bound by the investment policies of the Council of Trustees and Board of Governors. In fact, any Memorandum of Understanding between the Fund and the Council of Trustees would mandate that the Fund follows the Board of Governors investment policy. Also, the trustees will be able to revoke such an agreement and reclaim direct management of the endowment with 30 days notice.

12/13/02

Fiduciary Agreement Between West Chester University and the Fund for West Chester University

By this Agreement, entered into this 21st day of November 2002, West Chester University (hereinafter "Fund") and West Chester University are entering into a fiduciary relationship with respect to equitable duties to deal with the assets for the benefit of the Fund, the Fund will be obliged to act in the best interest of the Fund with confidence. Therefore, intending to be legally bound,

Gail -
Speak to Debe
as to why these 2
pages were redone.

1. The University may transfer the principal amount of restricted true endowments, given directly to the Fund or other sources. Neither appropriated funds nor other assets shall be transferred. The University shall retain title to, possession of, and/or invested by, the Fund as authorized in writing by the President of the University.

#11 - Carole Aichele
spotted typo.

2. Wherever possible, the assent of the original donor shall be transferred to the Foundation.

This is good version.

3. The Fund shall hold and manage transferred assets only in "authorized investments" as defined in the University's Governors Investment Policy and the Investment Policy by the "prudent man rule" as defined in the Deceptive Practices Act (1972, June 30, P.L. 508, No. 164, §7302).

Debe

4. Concurrent with the transfer, the University shall transfer all agreements governing each transferred asset, including the rules, and agreements governing each transferred asset. The Fund may not alter the purpose of any transferred asset.

5. The Fund is bound to act, with all due speed and without a vote of its Board of Trustees, upon all written requests by the President of West Chester University or his/her designee, for the return of transferred assets and for checks drawn upon transferred funds, including the payment of all bills and other obligations associated with each fund.

6. The Fund may levy charges approved by the University that represent the actual direct cost associated with managing the assets transferred. General administrative overhead fees, service charges, and indirect costs are not allowable.

7. All transferred University assets will be included in the Fund's annual independent audit and any special audits required by the President of the University or his/her designee, which will be presented to the University in accordance with State System of Higher Education policies and regulations.

8. The Fund shall provide the University with all reports and information the University may request at the time and place designated by the University.

9. The Fund shall notify the University within ten (10) working days of any claim, demand, or suit with regard to any and all of the Fund's activities, investments, or any responsibility thereof.

10. All terms and conditions of the Memorandum of Understanding between the Fund and the University as included in Addendum I of this Agreement shall apply to this Agreement and be incorporated herein.
11. The Chairperson of the Council of Trustees of the University shall appoint a member of the Council of Trustees to serve as a member of the Fund Investment Committee.
12. Either party reserves the right to revoke this Agreement at any time without cause upon thirty (30) days written notice. The Fund shall then return all University assets, principal at market value, unspent accrued interest, records, communication, and all other information requested by the University within ten (10) working days from the expiration of the University's notice. Marketable securities held by the Fund shall not be sold upon notice of revocation. Possession of all equities and unexpired bonds and other investments shall be transferred to the University within the time frame herein required, or upon a schedule that the University shall specify.
13. This Agreement is renewable biennially. It expires on June 30, 2005. This Agreement may be amended at any time by mutual agreement between the University and the Fund and with the approval of the State System of Higher Education.
14. In all questions arising from this Agreement, the laws of the Commonwealth of Pennsylvania shall apply.

IN WITNESS WHEREOF, duly authorized representatives of the parties have executed this Fiduciary Agreement as of the date and year first above written.

FOR THE FUND:

Signature	Date	Signature	Date
Title		Title	
Federal I.D. Number			

FOR THE UNIVERSITY:

Chairperson Council of Trustees	Date	President	Date
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FOR STATE SYSTEM OF HIGHER EDUCATION:

FOR THE CHANCELLOR:

Approved as to Form and Legality

Signature	Date	University Legal Counsel	Date
Title			

Fiduciary Agreement Between West Chester University of Pennsylvania and the Fund for West Chester University

By this Agreement, entered into this 21st day of November, 2002, the Fund for West Chester University (hereinafter "Fund") and West Chester University of Pennsylvania (hereinafter "University") are entering into a fiduciary relationship with respect to certain University assets, subjecting the Fund to equitable duties to deal with the assets for the benefit of the University. In return for the confidence reposed in the Fund, the Fund will be obliged to apply property faithfully and according to such confidence. Therefore, intending to be legally bound hereby, the parties hereto agree as follows:

1. The University may transfer the principal amount of gift assets, including both unrestricted and restricted true endowments, given directly to the University that originate only from external sources. Neither appropriated funds nor other funds of a current-unrestricted nature may be transferred. The University shall retain title to all assets, including funds (principal and interest) transferred to, and/or invested by, the Fund acting as the University's fiduciary. All transfers must be authorized in writing by the President of the University or his/her designee.
2. Wherever possible, the assent of the original donor should be secured before assets are transferred to the Foundation.
3. The Fund shall hold and manage transferred assets for the University. Assets shall be placed only in "authorized investments" as defined in the State System of Higher Education Board of Governors Investment Policy and the Investment Policy of the University. The Fund will be bound by the "prudent man rule" as defined in the Decedents, Estates, and Fiduciaries Act of 1972 (1972, June 30, P.L. 508, No. 164, §7302).
4. Concurrent with the transfer, the University shall inform the Fund of all prior restrictions, rules, and agreements governing each transferred asset. The Fund is obligated to honor all prior restrictions, rules, and agreements governing each transferred asset. The Fund may not alter the purpose of any transferred asset.
5. The Fund is bound to act, with all due speed and without a vote of its Board of Trustees, upon all written requests by the President of West Chester University or his/her designee, for the return of transferred assets and for checks drawn upon transferred funds, including the payment of all bills and other obligations associated with each fund.
6. The Fund may levy charges approved by the University that represent the actual direct cost associated with managing the assets transferred. General administrative overhead fees, service charges, and indirect costs are not allowable.
7. All transferred University assets will be included in the Fund's annual independent audit and any special audits required by the President of the University or his/her designee, which will be presented to the University in accordance with State System of Higher Education policies and regulations.
8. The Fund shall provide the University with all reports and information the University may request at the time and place designated by the University.
9. The Fund shall notify the University within ten (10) working days of any claim, demand, or suit with regard to any and all of the Fund's activities, investments, or any responsibility thereof.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (hereafter referred to as the "MOU") is made by and between the Fund for West Chester University of Pennsylvania (hereafter referred to as the "Fund") and West Chester University of Pennsylvania (hereafter referred to as WCU) this 30th day of October, 2000.

BACKGROUND

WHEREAS, the Fund has been established to advance the charitable, educational, and scientific purposes of WCU as defined by the President of WCU, and

WHEREAS, the Fund will raise, receive, and manage gifts and endowments for the benefit of WCU as defined in the Fund's Articles of Incorporation and Bylaws, and

NOW THEREFORE, based upon the mutual promises, covenants, and conditions set forth herein, and agreeing to be bound hereby, the Fund and WCU agree as follows:

AGREEMENT

1. INCORPORATION. The background set forth herein above is specifically made part of this MOU.
2. ACTIVITIES. In addition to the activities defined in its Bylaws, the Fund may participate in matters of University development, planned giving, gift processing and recording, gift stewardship, donor records, and other fund raising functions as appropriate in consultation with the WCU President and under the direction of the WCU Vice President for Advancement.
3. TRANSFER OF ENDOWMENT ASSETS. Upon approval of the WCU Council of Trustees, WCU may transfer management of all endowment and similar assets to the Fund. These endowment assets and related investments are to be managed in consultation with WCU. Each year and as determined by the Council of Trustees of WCU, a percentage of the value of the endowment assets managed by the Fund will be distributed to WCU to advance WCU's educational purposes and goals and the intentions of the donors of said assets. Earnings from endowment assets shall be considered as part of the endowment. Furthermore, the Fund agrees to assess the performance of its endowment managers and report the results to the WCU Council of Trustees.
4. DISTRIBUTION OF GIFT INCOME. All gifts contributed to WCU will be given to the Fund for processing, investment, and/or disposition. The Fund shall make regular (at least quarterly) distributions of all gift income and earnings thereon to WCU, less operational costs as approved by the Treasurer and Executive Director of the Fund.

5. **BOARD REPRESENTATION.** In order to foster close collaboration between the Fund and WCU, a member of the WCU Council of Trustees appointed by the Chairman of the Council of Trustees will serve as an *ex officio* trustee of the Fund.
6. **SERVICES AND STAFF.** In the spirit of the State System of Higher Education Board of Governor's resolution of April 16, 1985 regarding fund raising and affiliated organizations, it is WCU's desire to enhance the ability of the Fund to function by providing to the Fund, free of charge or obligation whatsoever, facilities, staff, and services as described below. This support will be reviewed annually.
 - 6A. **STAFF.** WCU will employ an Executive Director of the Fund who will also serve as Associate Vice President of Advancement for WCU. The Executive Director shall report to the WCU Vice President for Advancement and be responsible for day-to-day management of the Fund's operations and attracting private support for the Fund.

The President of the Fund Board, his or her designee, or a committee of the Fund Trustees appointed by the President of the Fund Board shall offer advice to the WCU President and Vice President for Advancement regarding the selection, retention, and evaluation of the Executive Director. In the case of a search for the Executive Director, the President of the Fund Board, or the President's designee, may participate as a member of the Search Committee.

As is the policy for WCU managers, WCU shall complete an annual evaluation of the Executive Director. The Vice President for Advancement shall seek input from the Fund Board of Trustees regarding the Executive Director's performance.
 - 6B. **SERVICES.** WCU shall provide clerical services such as typing, filing and related functions; communication services to include telecommunications, postage, printing, public relations, access to the development computer database, and similar services; and accounting services to include bookkeeping, budgeting, billing, and related fiscal services. In addition, WCU shall provide operational supplies and services to include, but not limited to, internal stores and maintenance agreements to which WCU is a party.
 - 6C. **FACILITIES.** WCU shall provide facilities that include, but are not limited to, space, utilities, maintenance, and housekeeping as may be necessary to conduct Fund functions and activities.
7. **OTHER COSTS.** During the first two years of this MOU (2000-01 and 2001-02), WCU will provide resources to cover special operational costs of the Fund that will not necessarily be part of WCU's regular contribution of services to the Fund. These expenses include but are not limited to legal costs, insurance, Fund meeting costs, real estate transaction fees, financial management costs, and similar expenses. Thereafter, these costs will be assumed by the Fund from income received by the Fund.

8. **REPORTS.** In compliance with the Board of Governor's Policy 1985-04A, the Fund will submit to WCU the following documentation annually and no later than four months following the completion of the fiscal year.
- A. Memorandum of Understanding
 - B. Annual audited financial statements and reports
 - C. Summarization of contributions made by the Fund to WCU
 - D. The list of the Board of Trustees and any changes in fiduciary agreements, articles of incorporation, and bylaws.

In order for WCU to ensure compliance with Board of Governor's Policy 1985-04A, WCU shall have the right to review WCU and Commonwealth of Pennsylvania resources used to support the Fund's operations. It is the responsibility of the Executive Director to transmit this information to WCU on behalf of the Fund Board of Trustees.

9. **INDEMNIFICATION AND INSURANCE.** The Fund shall hold WCU harmless from and indemnify WCU against any and all claims, demands and actions based upon and arising out of any activities performed by the Fund for WCU.

The Fund shall purchase and maintain, at its expenses from income received, comprehensive commercial general liability insurance issued by companies deemed to be financially sound by WCU. The insurance coverage would be \$1,000,000 each occurrence for bodily injury and property damage. Policy/ies shall be on an occurrence basis only. The Fund shall name WCU as an additional insured.

Upon receipt of written notice of any matter for which indemnification might be claimed by WCU, the Fund shall promptly defend, contest, or otherwise protect against any such suit, action, investigation, claim or proceeding at its own cost and expense. WCU agrees to make a demand for indemnification within fourteen days of any claim being made against it.

10. **PROTECTION OF STATUS.** WCU and the Fund shall refrain from taking any action that would violate the terms or conditions of a gift or asset; or the corporate status or purposes of the other; or threaten the Fund's status as a tax exempt [501(c)(3)] organization.
11. **BYLAWS AMENDMENTS.** This MOU may be amended by a majority vote of both the Fund Board of Trustees and the WCU Council of Trustees. In the event that one party to this MOU approves an amendment or amendments of the Bylaws of the Fund without the concurrence of the other party, which concurrence shall not be unreasonably withheld, the Fund shall transfer to WCU all of its assets including gifts and endowments given to the Fund by WCU, gifts contributed directly to the Fund, and endowment principal and income.

12. DISSOLUTION. In the event that one or both parties to this agreement determine that the affiliation between the Fund and WCU should be dissolved, the Fund shall transfer to WCU all of its assets including gifts and endowments given to the Fund by WCU, gifts contributed directly to the Fund, and endowment principal and income.

13. NOTICE. All written notice required to be given under this MOU shall be sent to the President and Executive Director of the Fund and the President of WCU.

14. TERM AND REVIEW OF MOU.

14A. The initial term of this MOU will be from January 1, 2001 to the ending date of June 30, 2001. June 30, 2001 and each June 30 thereafter shall serve as the anniversary date for this MOU.

14B. The MOU will automatically renew and continue in effect for an additional one (1) year period commencing from the ending date to the first anniversary date, and then from anniversary dates to anniversary dates.

14C. If either party desires to renegotiate the MOU, that party must provide the other party with written notice at least sixty (60) days prior to the next anniversary date of the party's intention to renegotiate the MOU.

14D. If the MOU is not thereafter renegotiated by a writing signed by both parties prior to the next anniversary date, then the MOU will terminate at the next anniversary date and the affiliation will be dissolved as defined in Section 10 of this MOU.

The Fund For West Chester University
of Pennsylvania

By: [Signature]

Date: 10-30-00

West Chester University of Pennsylvania

By: [Signature]

Date: 11/14/00

Approved for Form and Legality:

By: [Signature]

University Legal Counsel

Date: 12-12-00



Council of Trustees
West Chester University
West Chester, Pennsylvania 19383-1000

Council of Trustees
Resolution
2000-024

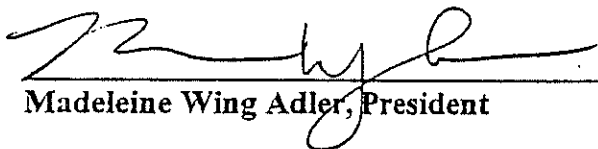
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PROPOSED

RESOLUTION
COUNCIL OF TRUSTEES
WEST CHESTER UNIVERSITY OF PENNSYLVANIA
NOVEMBER 29, 2000
THE FUND FOR WEST CHESTER UNIVERSITY
OF PENNSYLVANIA
MEMORANDUM OF UNDERSTANDING

BE IT RESOLVED THAT THE COUNCIL OF TRUSTEES OF WEST CHESTER UNIVERSITY OF PENNSYLVANIA HEREBY APPROVES THE MEMORANDUM OF UNDERSTANDING BY AND BETWEEN THE FUND AND WEST CHESTER UNIVERSITY OF PENNSYLVANIA (ATTACHED).

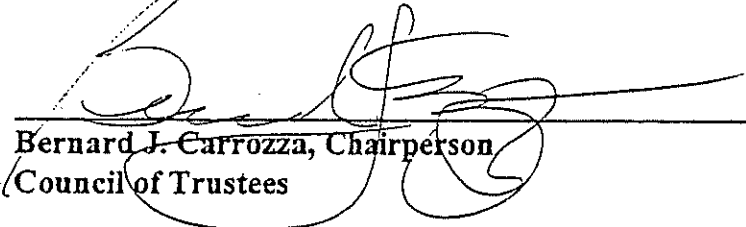
APPROVED PENDING ACTION BY THE COUNCIL OF TRUSTEES



Madeleine Wing Adler, President

11/13/00
Date

APPROVED BY VOTE OF THE COUNCIL OF TRUSTEES



Bernard J. Carrozza, Chairperson
Council of Trustees

11/29/00
Date



State System of Higher Education

The System Works for Pennsylvania

MEMORANDUM

**PRIVILEGED/CONFIDENTIAL
ATTORNEY WORK PRODUCT**

TO: Mark P. Mixner
Vice President for Administrative and Fiscal Affairs
West Chester University of Pennsylvania

FROM: Wayne S. Melnick *W.S.M.*
Deputy Chief Counsel

DATE: November 7, 2002

RE: Review of Fiduciary Agreement with the Fund for West Chester University

I have reviewed the fiduciary agreement between West Chester University and the Fund for West Chester University currently under consideration by the University's Council of Trustees. I find the proposed agreement is consistent with the State System of Higher Education, Board of Governors' Policy 1986-02-A, and that it satisfies the form and legality requirements for Commonwealth of Pennsylvania contracts.

In Policy No. 1986-02-A, the State System of Higher Education's Board of Governors has laid out requirements and guidelines for university long-term fund management. That policy specifically permits universities to manage their long-term funds through a fiduciary agreement with a qualified, affiliated, organization. Further, that policy contains a fiduciary agreement form to be used as a guideline in preparing a fiduciary agreement. After reviewing the proposed fiduciary agreement, I conclude that the agreement is consistent with Board of Governors' Policy 1986-02-A and its fiduciary agreement form.

As you are aware, the final step in execution of most Commonwealth contracts is review by the appropriate Commonwealth attorneys for form and legality. I find the agreement acceptable in this regard and will affix my signature when the document is resubmitted.

November 7, 2002
Mark P. Mixner
Page 2

Please keep in mind that, prior to the final execution of the agreement by affixing my signature, the agreement must be fully executed by both parties. In addition, Board of Governors Policy 1986-02-A requires approval by the Office of the Chancellor prior to final execution.

If you have any questions regarding this item, please do not hesitate to contact me.

WSM\maw

c: Dr. Mark G. Pavlovich
Robert A. Mulle, Esquire

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10. All terms and conditions of the Memorandum of Understanding between the Fund and the University as included in Addendum I of this Agreement shall apply to this Agreement and be incorporated herein.
11. The Chairperson of the Council of Trustees of the University shall ~~appoint~~ a member of the Council of Trustees to serve as a member of the Fund Investment Committee.
12. Either party reserves the right to revoke this Agreement at any time without cause upon thirty (30) days written notice. The Fund shall then return all University assets, principal at market value, unspent accrued interest, records, communication, and all other information requested by the University within ten (10) working days from the expiration of the University's notice. Marketable securities held by the Fund shall not be sold upon notice of revocation. Possession of all equities and unexpired bonds and other investments shall be transferred to the University within the time frame herein required, or upon a schedule that the University shall specify.
13. This Agreement is renewable biennially. It expires on June 30, 2005. This Agreement may be amended at any time by mutual agreement between the University and the Fund and with the approval of the State System of Higher Education.
14. In all questions arising from this Agreement, the laws of the Commonwealth of Pennsylvania shall apply.

IN WITNESS WHEREOF, duly authorized representatives of the parties have executed this Fiduciary Agreement as of the date and year first above written.

FOR THE FUND:

Signature Date

Signature Date

Title

Title

Federal I.D. Number

FOR THE UNIVERSITY:

Chairperson
Council of Trustees

Date

President

Date

FOR STATE SYSTEM OF HIGHER EDUCATION:

FOR THE CHANCELLOR:

Approved as to Form and Legality

Signature Date

University Legal Counsel Date

Title



Council of Trustees
West Chester University
West Chester, Pennsylvania 19383-1000

Council of Trustees
Resolution
2002-28

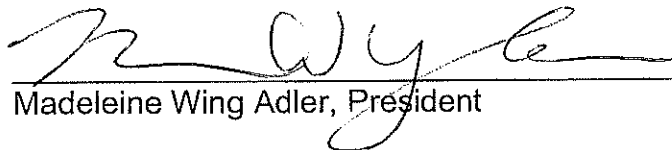
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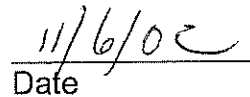
RESOLUTION
COUNCIL OF TRUSTEES
WEST CHESTER UNIVERSITY OF PENNSYLVANIA
NOVEMBER 21, 2002
PURCHASE ORDERS AND CONTRACTS

BE IT RESOLVED THAT THE COUNCIL OF TRUSTEES OF WEST CHESTER UNIVERSITY OF PENNSYLVANIA HEREBY APPROVES THE LIST OF PURCHASE ORDERS AND CONTRACTS IN EXCESS OF \$ 5,000 EXECUTED DURING SEPTEMBER AND OCTOBER 2002 FOR THE PURCHASE OF EQUIPMENT, SERVICES AND SUPPLIES.

RECOMMENDED FOR ACTION BY THE COUNCIL OF TRUSTEES

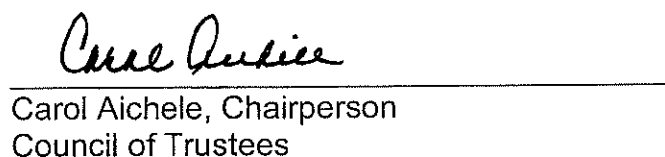


Madeleine Wing Adler, President

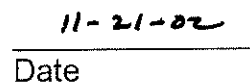


Date

APPROVED BY VOTE OF THE COUNCIL OF TRUSTEES



Carol Aichele, Chairperson
Council of Trustees



Date

West Chester University of Pennsylvania
Purchase Orders and Contracts in Excess of \$5,000.00
Executed during September 2002
For the Purchase of Equipment, Services and Supplies

Department	Vendor	Item	Document No.	Amount
Academic Computing	ePlus Technology of PA 130 Future Drive Pottstown, PA 19464	Laptop computers (25 each) for scheduled campus wide upgrade	24834	\$ 34,391.05
Administrative Computing	CIBER, Inc. Rose Tree Corporate Center Building II, Suite 5000 1400 North Providence Road Media, PA 19063	Consulting services for the implementation of the following PeopleSoft Student modules: Administration, Financials and Aid Records	6100250036 6100250035	\$ 160,000.00 \$ 542,400.00
Admissions Office	American Mail Systems, Inc. 213 Keystone Drive Montgomeryville, PA 18936	Postage for large prospect mailing.	25061	\$ 10,746.28
Business Services	The HCP Group, Ltd. P.O. Box 939 Skippack, PA 19474	Comprehensive analysis of West Chester University postal operation.	24826	\$ 7,500.00
Commencement	Student Services Company Larame Building, Suite 4 2502 West Main Street Norristown, PA 19403	Caps and gowns for December 2002 graduation.	25064	\$ 23,668.02

West Chester University of Pennsylvania
Purchase Orders and Contracts in Excess of \$5,000.00
Executed during September 2002
For the Purchase of Equipment, Services and Supplies

Department	Vendor	Item	Document No.	Amount
Facilities Division	Masonry Preservation Group 706 West Maple Avenue Merchantville, NJ 08109-1822	Removal and repair of granite panels at Sykes Student Union Center	6260000006	\$ 7,519.00
	S. B. Conrad, Inc. 19 Smithbridge Road Glen Mills, PA 19342	Demolition of a one story single house located at 814 S. Matlack Street	6301670009	\$ 13,500.00
	Frens & Frens LLC 120 South Church Street West Chester, PA 19382	Provide a capital project Parking & Traffic Study for current and future parking needs over the next 5 to 7 years.	6100160012	\$ 46,849.90
	Schuylkill Paving, Inc. 285 Blue Mountain Road Schuylkill Haven, PA 17972	Asphalt paving and resurfacing at: Various campus locations Ramsey Residence Hall Asphalt pavaing (by hand) of pathway for the "R" lot ramp project.	63009012	\$ 46,420.00
			63009013	\$ 28,095.00
			6301820002	\$ 23,483.00
	Stanton Door Company P.O. Box 618 Route 100, Eagle Point Ind. Park Uwchland, PA 19480-0618	Doors, hardware and locks for the Nursing Laboratory in Sturzebecker Health Science Center.	6301730017	\$ 5,777.00
	M. V. Farinola, Inc. Two Greenville Crossing 4001 Kennett Pike, Suite 134-129 Wilmington, DE 19807	Elevator equipment audit to modernize the two existing passenger elevators in the Library, Phase 2.	3271CWK300	\$ 8,600.00

West Chester University of Pennsylvania
Purchase Orders and Contracts in Excess of \$5,000.00
Executed during September 2002
For the Purchase of Equipment, Services and Supplies

Department	Vendor	Item	Document No.	Amount
Facilities Division	Simplex Grinnell Fire Protection 120A Domorah Drive Montgomeryville, PA 18936	Additional detection devices needed for the fire alarm system in the Nursing Laboratory at Sturzebecker Health Science Center	630189	\$ 12,425.00
		Replace existing Tyco TFX control panel in Schmucker Science Center II	6301200030	\$ 7,790.00
	Drury Group, II 415 Birmingham Road West Chester, PA 19382	Additional customization and upgrading of the McDermott Building for the School of Business and Public Affairs	DA92602GBC	\$ 111,802.43
Fiscal Affairs	Academic Management Services Corp. P.O. Box 3176 2400 Reynolda Road Winston-Salem, NC 27106	Renewal contract for billing and servicing of Perkins (NDSL) and nursing loan borrowers for the period 9/12/02 through 9/12/03.	26071	\$ 45,000.00
Health Sciences	Main Line Health System 130 South Bryn Mawr Avenue Brynb Mawr, PA 19010	Affiliation agreement for Bachelor of Science Respiratory Care Program.	24916	\$ 54,102.00
Housekeeping Department	Nursing Care Curtains Company P.O. Box 9 Telford, PA 18969	Shower curtains of various sizes (403 each) for the Residence Halls.	25040	\$ 5,454.39

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Department	Vendor	Item	Document No.	Amount
Information Services	ePlus Technology of PA 130 Future Drive Pottstown, PA 19464	Computers and hardware for scheduled campus wide upgrade.	24950	\$ 61,471.00
		Network switches and modules for the Residence Hall LAN upgrade.	24907	\$ 29,580.00
	Graybar Electric Company 1550 South Warfield Street Philadelphia, PA 19146	Telecommunications testing equipment.	25110	\$ 29,580.00
	Gartner, Inc. P.O. Box 60179 12600 Gateway Boulevard Fort Myers, FL 33906	Renewal membership for 9/01/02 through 8/31/03 for research and analyst inquiries.	25039	\$ 27,000.00
Inventory Central Storeroom	Weiss Brothers Paper Co. 1953 West Point Pike West Point, PA 19486	Paper towels (2,016 cases)	24496	\$ 19,152.00
Library	ISI 3501 Market St. Philadelphia, PA 19104	Subscription renewal for Social Sciences Index for the Library Reference area for 1/01/03 through 12/31/02.	25068	\$ 24,925.00
	Wert Bookbinding, Inc. 9975 Allentown Boulevard Grantville, PA 17028	Blanket order for book and periodical binding services for the period 7/01/02 through 6/30/03.	25172	\$ 29,664.00

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Department	Vendor	Item	Document No.	Amount
Office of Students with Disabilities	Voice Print, Inc. 1617 Broad Street, Suite 4 Philadelphia, PA 19383	Real time captioning services for students with hearing disabilities.	25151	\$ 15,000.00
Physical Plant	ARAmark Design Solutions ARAmark Towers 1101 Market Street Philadelphia, PA 19107	A replacement steam tilting kettle for Lawrence Kitchen.	24990	\$ 5,767.15
	Topp Portable Air 12 Crozerville Road Aston, PA 19014	Portable air conditioning units for F.H.G. Library.	25104	\$ 6,623.00
	Hobart Corporation 822 West Basin Road New Castle, DE 19720	Service contract for the repair of dishwashers and steam boosters in Lawrence Kitchen for the period of 11/01/02 through 10/31/03.	25129	\$ 5,146.00
	Agway Energy Products LLC P.O. Box 4852 Syracuse, NY 13221	Blanket order for delivery of heating fuel oil #2 to various University buildings for the period 9/01/02 through 6/20/03.	25243	\$ 23,000.00
		Blanket order for #2 fuel oil for the Boiler Plant for 9/01/02 through 6/20/03.	25257	\$ 253,710.00
Project Work Force	Surburban Electric P.O. Box 67 Chester, PA 19013	Replacement light fixtures, lens and lamps for Main Hall.	24368	\$ 23,001.20

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Provost Office	Charles Hurt West Chester University of PA Dean of Arts and Sciences West Chester, PA 19383	Reimbursement of moving expenses.	24965	\$ 7,200.00
Publications	Interprint 2100 Frost Road Bristol, PA 19007	Printing of WCU Undergraduate Course Schedule for Spring, Summer and Fall 2002 semesters.	25037	\$ 6,335.00
Public Relations	Philadelphia Newspapers, Inc. P.O. Box 13158 Philadelphia, PA 19101-3158	Advertisement of cultural events in the Philadelphia Inquirer for the period of 9/08/02 through 3/27/03.	25202	\$ 7,933.56
	Daily Local News 250 North Bradford Avenue West Chester, PA 19382	Advertisement of cultural events for the period of 9/08/02 through 3/27/03.	25203	\$ 9,300.24
Recreation & Leisure	Keiser 31 Millbrook Road Wayland, MA 01778	High speed cycling bikes for the Group Fitness Program.	25124	\$ 8,710.00
Residence Life & Housing Services	Edwards Business Systems P.O. Box 273 616 High Street Pottstown, PA 19464-0273	Lease purchase of a Konica 7165 Digital Copies for 7/01/02 through 6/30/03.	23576	\$ 7,860.00

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Department	Vendor	Item	Document No.	Amount
Residence Life & Housing Services	ePlus Technology of PA 130 Future Drive Pottstown, PA 19464	Replacement computers and monitors (16 ea.) for various Residence Halls.	24891	\$ 16,973.60
School of Business & Public Affairs	Cinema Screen Media 2121 New Market Parkway, Suite 130 Marietta, GA 30067-8770	Advertisements for the MBA Program at various malls for 8/09/02 through 10/03/02.	24993	\$ 5,312.00
	Trendway 13467 Quincy Street Holland, MI 49424	Provide and set up office chairs at the McDermott Building.	25149	\$ 13,186.00
	IBM Corporation P.O. Box 945684 Atlanta, GA 30394-5684	Computers (3 ea.) with additional hardware and software.	25280	\$ 5,892.25
	Gateway Computer 610 Gateway Drive North Sioux City, SD 57049-2000	Laptop computers (8 ea.)		\$ 12,784.00
	National Cinema Network 242 Wawa Road Wawa, PA 19063	Advertisements for the MBA Program in AMC theaters for 9/06/02 through 3/01/03.	25000	\$ 11,129.40
	Drury Group, II 415 Birmingham Road West Chester, PA 19382	Rental payment for 1160 McDermott Drive for the period of 9/01/02 through 9/30/02.	DA12026TEC	\$ 57,256.29

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Department	Vendor	Item	Document No.	Amount
School of Education	Miami Museum of Science 3280 South Miami Avenue Miami, FL 33129	Consulting services and webwork on the West Chester University PT3 web portal as per the PT3 grant funded project.	24853	\$ 20,000.00
	Fixtures Furniture P.O. Box 6346 1642 Crystal Avenue Kansas City, MO 64126-2828	Classroom furniture for Recitation Hall Room R211	25493	\$ 9,946.16
	Mary Wall Private Residence Matthews, NC 28105	Consulting services for distance learning expertise to the Link to Learn Project for the period of 8/06/02 through 5/31/03.	25384	\$ 6,000.00
	Metiri Group, LLC 1801 Avenue of the Stars, Suite 426 Los Angeles, CA 90067	Consulting services related to the Partnership for Excellence website as per the PT3 grant funded project.	24862	\$ 45,000.00
School of Music	Apple Education Buying Service 2420 Ridgeport Drive Mail Stop 198-H Austin, TX 78754-0898	Computer hardware and software for research and teaching.	25113	\$ 5,225.00
University Garage	Agway Energy Products LLC P.O. Box 4852 Syracuse, NY 13221	Blanket order for unleaded regular gasoline for the period of 9/01/02 through 6/20/03.	25248	\$ 32,000.00

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Administrative Computing	Computer Corporation of America 500 Old Connecticut Path Framingham, MA 01701	Renewal of maintenance support agreement for Model 204 DBMS software for the period 11/01/02 through 10/31/03	25831	\$ 53,040.00
	PeopleSoft USA, Inc. Dept. CH 10699 Palatine, IL 60055-0699	Training of University personnel necessary for the implementation of various software modules.	6100250038	\$ 47,500.00
Biology Department	FEI Company 7451 NW Evergreen Parkway Hillsboro, OR 97124	Electron Quanta 400 Microscope System	25489	\$ 339,400.00
Commencement	Main Line Expo, Inc. 250 King Manor Drive King of Prussia, PA 19406	Set up and take down of drapes, carpeting and chairs in Hollinger Field House for the December 2002 Graduation Ceremony	25877	\$ 5,195.00
Facilities Division	Ballard Spahr Andrews & Ingersoll 1735 Market Street, 49th Floor Philadelphia, PA 19103-7599	Legal fees for obtaining zoning and land development approvals from West Goshen Township for:		
		East Campus Parking and Roads Project	6100380006	\$ 21,299.00
		School of Music Performing Arts Center Project	6301670001	\$ 32,958.00
	Elizabeth J. Sussman, AICP Private Residence Paoli, PA 19301	Environmental impact study for the South Campus Housing Project	6100440004	\$ 9,500.00
	STV Architects 205 West Welsh Drive Douglassville, PA 19518	Construction administration services for the Resident Hall Sprinkler Project	6200590024	\$ 41,700.00

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Health Department	Main Line Health System 950 Haverford Road, Suite 110 Bryn Mawr, PA 19010	Affiliation Agreement for Bachelor of Science Respiratory Care Program.	25692	\$ 30,000.00
Information Services	ePlus Technology of PA 130 Future Drive Pottstown, PA 19464	Computers (112 each) for scheduled campus wide upgrade.	25860	\$ 126,945.28
Inventory Central Storeroom	T. Frank McCall's, Inc. 6th & Madison Streets Chester, PA 19016	Conventional plastic bags (504 cases) Plastic trash bags (640 cases)	26030 25018	\$ 8,436.96 \$ 11,571.20
	Hillyard, Inc. P.O. Box 306 Horsham, PA 19044	Light duty hand cleanser (360 cases)	25837	\$ 12,819.60
Library	Proquest Information and Learning Co. Department 77304 Detroit, MI 48277-0304	Newspaper subscription on microfilm needed for the library collection.	25608	\$ 21,204.75
	Ebsco Industries, Inc. 5724 Highway, 280 East Birmingham, AL 35242-6818	Renewal of the periodical subscription service for the period 01/01/03 through 12/31/03.	25674	\$ 700,000.00

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School of Business and Public Affairs	ABCO Abstracting Company of Chester County 104 South Church Street West Chester, PA 19382	Settlement cost for 1160 McDermott Drive.	DA021012GB	\$ 13,839.50
		Payment for the purchase of 1160 McDermott Drive.	DA021011GB	\$ 7,159,500.00
	Drury Group, II 415 Birmingham Road West Chester, PA 19382	Rental payment for 1160 McDermott Drive for the period of 10/1/02 through 10/31/02	DA12027TEC	\$ 57,256.29
School of Music	Panasonic Document Systems Company 2460 General Armistead Avenue Norristown, PA 19403	36 month rental of two Panasonic FP-D605 copiers for the period of 10/31/02 through 10/31/05.	25740	\$ 19,950.00
	Jacobs Music 1718 Chestnut Street Philadelphia, PA 19103	Boston pianos (5 each)	25714	\$ 24,960.00