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<susan.tholstrup@shell.com>; Cagen, Stuart Z SCC <stuart.cagen@shell.com>
From: Clegg, Patsy M SCC-CHSE-PC
</O=SHELL/OU=MSXSCC/CN=RECIPIENTS/CN=PH197432>
Cc:
Bcc:
Received Date: 2003-06-27 16:29:45 GMT
Subject: FW: BHRC - budget management visit by Shell 7/2/03

I will plan to call in.

Patsy

-----Original Message-----

From: Lorraine Twerdok [mailto:Twerdokl@api.org]
Sent: Thursday, June 26, 2003 3:34 PM
To: Benzene consort tech (E-mail)
Cc: Benzene OC listserve (E-mail)
Subject: BHRC - budget management visit by Shell 7/2/03

To the BHRC Technical/Budget Committee
[from Lorraine Twerdok on behalf of Bruce Jarnot]

Tarita Samuel, an accountant from Shell, will be visiting API on Wednesday July 2 to continue her review of the SHS budget systems, and provide her insights and suggestions on our procedures. This is intended as a hands-on working meeting to review detailed study estimates and the various worksheets API has developed to track the research and consortium spending and develop outyear budget estimates.

We would like to invite anyone interested to join us by conference call for the first hour of her visit. I would appreciate an RSVP from those planning to join.

Date: Wednesday, July 2
Time: 9 - 10 AM (EDT)
Dial in number: 1-866-448-6756 (domestic - toll free)
 +763-315-6900 (international callers)
participant code: 6828319#

*0 - for operator assistance
61# - to mute your line (or use your own mute button)
60# - to unmute your line

Thanks,
Lorraine

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