



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

120 South Riverside Plaza • Suite 1016 • Chicago, Illinois 60606 • (312) 793-8550

Memorandum

To: Authority Members
From: Hank Anthony
Date: November 20, 2002
Re: Summary of Office of Administrative Services Activities

The Office of Administrative Services continues to support the day to day activities of the Authority to include: mail operations, supply room operation, security, reception, procurement of goods and services, vehicle maintenance, telecommunications coordination, internal staff moves, and the above mentioned travel and conference coordination activities.

The Authority's travel coordinator updated the "travel tool" for Authority staff. Using the travel tool allows the staff to complete the requirements for being reimbursed for travel expenses using their desktop PCs.

In conjunction with Central Management Services (CMS) and Ameritech, we completed a comprehensive "911" project involving all the Authority's phone lines. The goal of this project was to ensure all phone numbers were in their correct office locations and accurately reflected in Ameritech's database. Further, we were able to update our monthly CMS telecommunications bill making it more accurate by removing phone lines that are no longer being used which results in a cost savings for the Authority.

We completed and submitted to CMS the required annual certification of all Authority property with a value greater than \$ 500.