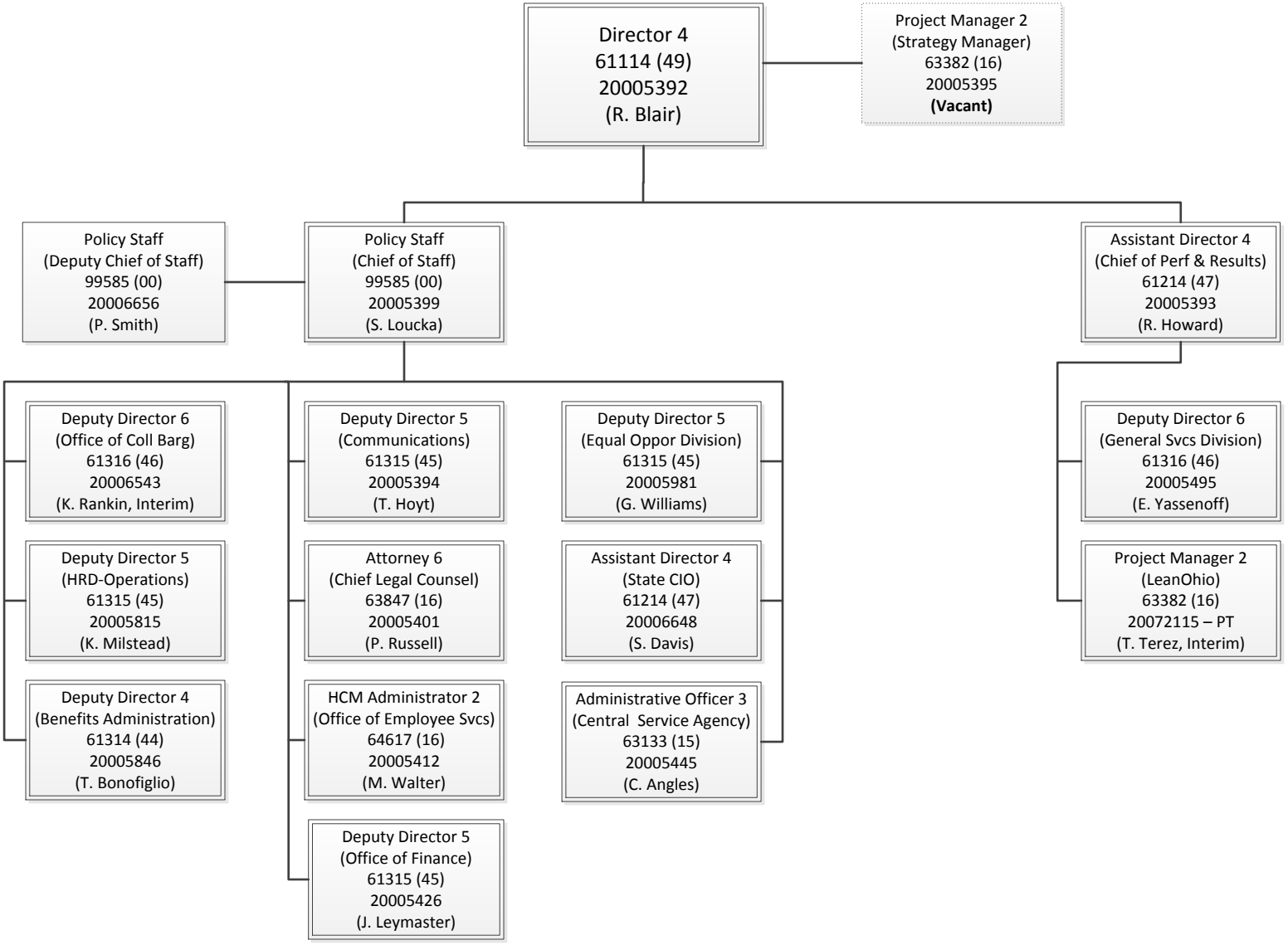Department of Administrative Services