



Hunt Institute for Botanical Documentation
5th Floor, Hunt Library
Carnegie Mellon University
4909 Frew Street
Pittsburgh, PA 15213-3890
Telephone: 412-268-2434
Email: huntinst@andrew.cmu.edu
Web site: www.huntbotanical.org

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The Hunt Institute Archives contains hundreds of thousands of pages of historical content, writing and images, created by thousands of individuals connected to the botanical sciences. Due to the wide range of time and social context in which these materials were created, some of the collections contain material that reflect outdated, biased, offensive and possibly violent views, opinions and actions. The Hunt Institute for Botanical Documentation does not endorse the views expressed in these materials, which are inconsistent with our dedication to creating an inclusive, accessible and anti-discriminatory research environment. Archival records are historical documents, and the Hunt Institute keeps such records unaltered to maintain their integrity and to foster accountability for the actions and views of the collections' creators.

Many of the historical collections in the Hunt Institute Archives contain personal correspondence, notes, recollections and opinions, which may contain language, ideas or stereotypes that are offensive or harmful to others. These collections are maintained as records of the individuals involved and do not reflect the views or values of the Hunt Institute for Botanical Documentation or those of Carnegie Mellon University.

About the Institute

The Hunt Institute for Botanical Documentation, a research division of Carnegie Mellon University, specializes in the history of botany and all aspects of plant science and serves the international scientific community through research and documentation. To this end, the Institute acquires and maintains authoritative collections of books, plant images, manuscripts, portraits and data files, and provides publications and other modes of information service. The Institute meets the reference needs of botanists, biologists, historians, conservationists, librarians, bibliographers and the public at large, especially those concerned with any aspect of the North American flora.

Hunt Institute was dedicated in 1961 as the Rachel McMasters Miller Hunt Botanical Library, an international center for bibliographical research and service in the interests of botany and horticulture, as well as a center for the study of all aspects of the history of the plant sciences. By 1971 the Library's activities had so diversified that the name was changed to Hunt Institute for Botanical Documentation. Growth in collections and research projects led to the establishment of four programmatic departments: Archives, Art, Bibliography and the Library.

American Philosophical Society

held at Philadelphia
for Promoting Useful Knowledge
Independence Square
Philadelphia 6, Pa.

Application For a Grant From The Research Funds

(Applications should be Typewritten and in Duplicate)

Date:

1. Name of Applicant: Ida K. Langman
- a. Mail address: 3509 Rering St. Philadelphia 4 Pa.
- b. Place and date of birth: Borzna, Russia; February 7, 1904
- c. Education and degrees: South Philadelphia High School for Girls-graduated
at normal school February 1920
University of Pennsylvania-see separate sheet
- d. Present position: Museum Teacher, Academy of Natural Sciences, Philadelphia
2. Statement of the Problem of Investigation. If work is in progress, state degree of completion; if not, date when you are planning to begin.
- Preparation of a Bibliography of the Flora of Mexico - see separate sheet
Sep. 6. c.

An application involving travel abroad will not be considered by the Committee until it has the following information: (1) that arrangements can be made to carry out the trip with assurance that a visa from the State Department can be secured, and (2) that, if the work is to be done in any laboratory or library abroad, adequate access to the same has been assured and the material to be studied will be available.

3. Total amount desired: \$ *2500*
- a. Budgeting of this sum to be specified in detail, e. g., equipment, assistants, field work, travel, etc.:
Travel in Mexico to the various libraries not yet visited
*by search in
and by reference*
- b. Person or Institution to whom payments should be made:
To the applicant
- c. Schedule of payments desired:
\$200 a month for 10 months, September to July

(over)

4. a. Procedure to be followed:

see separate sheet

b. Expected duration of investigation: *to be*

one year in Mexico, followed by two years in the United States

c. Proposed method and means of publication:

Dr. Verdoorn, of Chronica Botanica, says he knows a Dutch publisher who might be interested in publishing the Bibliography

5. Amount and nature of institutional contributions toward this work:

none - *see chart*

6. Previous grants received for this work, grants now available, or other applications for grants which are now pending:

September 1943-September 1949 Travel and Maintenance Grant from the U. S. State Department for research in Mexico

7. Names and addresses of at least three individuals competent to pass judgment upon your project:

- ✓ Dr. John M. Fogg, Jr University of Pa
- ✓ Dr. H. W. Rickett - New York Botanical Garden
- ✓ Dr. Edgar Anderson - Missouri Botanical Garden
- ✓ Dr. Frans Verdoorn - Chronica Botanica
- ✓ Dr. Margery Carlson-Northwestern University, Evanston Ill
- ✓ Dr. Faustino Miranda - Jardin Botánico, Tuxtla Gutierrez, Chiapas, Mexico
- ✓ Dr. Manuel Maldonado Koerdell - Instituto Nacional de Arqueología y Historia, Mexico
- ✓ Dr. Jose Cuatrecasas - Museum of Natural History, Chicago, Ill.

8. Papers published by the applicant bearing upon this subject and other pertinent information:

(see separate sheet)

In 1952 I was elected a corresponding member of the Academia Nacional de Ciencias de Mexico.

Signature

Ida N. Langman

Two copies should be provided of applications and one copy of supporting documents. Additional information which the applicant desires to offer may be given on the following pages.

I-b

I was brought to the United States when I was 6 months old, and became a citizen of this country in 1916, when my father was granted his naturalization papers.

I-c I received my Bachelor's degree from the University of Pennsylvania in 1930, and my Master's degree in 1947. The unusual length of time taken for completion of my college work was due to the fact that my studies were carried on while I was teaching school. Courses were taken in the afternoons, evenings and on Saturdays. After a short period of post graduate work, I discontinued formal class study but concentrated on plant collecting. In June 1940, while on sabbatical leave from teaching, I spent the year in Mexico. Out of this year came an interest in Mexican plants, and when I returned to the University to complete my work for a master's degree, I started work on the Bibliography of Mexican Flowering Plants.

2. The bibliography was started in the summer of 1945, at the suggestion of Dr. John M. Fogg. At first material was collected from the libraries in Philadelphia, New York and Washington. In the summer of 1947, trips were made for additional material from libraries in Boston, Cambridge, Providence and the Rare Books Division of the Army Medical Library in Cleveland. In 1948, on receipt of the grant from the State Department, I was able to spend a year in Mexico and review the collections in a number of Mexican libraries. However, a year proved to be insufficient to complete the work. I was able to check the material in only about half the close to fifty libraries in Mexico City, and in only a few libraries outside the capital: Oaxaca, Tuxtla Gutierrez, Merida, Campeche and Ciudad del Carmen. I also gained access to about a dozen private collections. The bibliography, on my return from Mexico, contained about 5000 items. Since then, additional material has been added from the Lloyd Library in Cincinnati, the Missouri Botanical Garden, and libraries in Chicago and New Orleans. At present the bibliography numbers about 7500 items, taken mainly from books and separate publications, and from material in Mexican magazines. Another year spent in Mexico would enable me to complete my researches in the libraries there. (A detailed itinerary is given under point 3).

Although a visa is not necessary for travel to Mexico, I am appending a statement from the Mexican consul in Philadelphia to indicate that there would be no problem along that line. As for access to libraries in Mexico, I never had any difficulties in that direction at all. The libraries in which I propose to work are all open to the public. As for private collections, if my success in the past is any criterion, I should be able to consult as many of them as it is possible in the time available.

3/24/48
3-a

Three or four months would have to be spent in Mexico City, finishing up in the libraries that were not seen on the last visit. The rest of the time would be spent in the following cities, allowing from a week to three weeks for each city, depending on the amount of material that turned up in the libraries there. The cities are Monterrey, Puebla, Toluca, Queretaro, Guanajuato, Morelia, Guadalajara, Jalapa, Cordoba, Orizaba, San Luis Potosi, Chihuahua, Ciudad Juarez, Aguascalientes, Durango, Zacatecas, Hermosillo and Culiacan.

4-a In each city listed, there is at least one library to be visited—University, Scientific Institute, private collection. Generally, because of poor cataloging methods, the entire catalogue has to be checked. In some cases, the entire collection has to be examined on the shelves. Special search has to be made for periodical literature that did not reach the United States and for printed theses that remained in local libraries.

8. Publications - in botany and on Mexican themes

- A New Station for *Potentilla Tridentata*-*Bartonia* 1939
- Guadalajara - Modern Mexico July 1943
- We Spend a Year in Mexico - Modern Mexico March 1944
- Eating is Fun in Mexico - Pan American 1945
- The Uruapan We Knew - Pan American 1946
- With Plant Press in Old Mexico - Frontiers 1944
- The Fruit Bowl Goes Tropical - Frontiers 1946
(reprinted in National Digest 1946)
- Book Reviews on various botanical works - Frontiers
June 1946, June 1948, December 1950, February 1951, April 1951
- Dos Figuras Casi Olvidadas en la Historia de la Botanica Mexicana
Revista de la Sociedad Mexicana de Historia Natural 1949
- Una Bibliografia de la Flora Mexicana - Memoria del Congreso Cientifico
Mexicano 1953

Call letter in ACS 1944. June 1951, 1953
Bot. Impresiones of Travel - Mexico - Casa for Bull - Summer 1953

5.

In my position as museum teacher, assigned by the Philadelphia Board of Education to the Academy of Natural Sciences, I have been considered as a member of the staff of the Academy. I have had office space there, the use of the Academy library facilities and when I have spoken at scientific meetings, I have spoken as a member of the Academy staff with the consent of the Director. But I have not asked the institution for financial help since I am not actually a member of their scientific staff and because there did not even seem to be enough money available to pay for the cost of slides that I used at a talk given at the last meetings of the American Institute of Biological Sciences.

Neither have I asked the University of Pennsylvania for help. Although the bibliographical project was started in connection with my ~~research~~ work for a master's degree, because I am not a member of the staff of the University.

... because I am not a member of the staff of the University. ...

Since I am applying for assistance with a bibliographic project, and since I understand that the American Philosophical Society does not usually support this kind of activity, I hope that the following remarks are in order.

I feel that the work that I have done so far in the preparation of the bibliography has been true research; it has not been just a compilation of references from various lists and catalogues. Every one of the works cited has been seen by me and has been examined with sufficient care to provide an annotation, except in those cases where the title was self-explanatory. In a considerable number of cases, titles for which I was searching, as the result of a previous reference, turned out to have been incorrectly cited and it required painstaking detective work to locate the desired item. Often, after considerable search and correspondence, a work was located in some library outside the United States, and was secured and deposited in some United States library.

In going through periodical literature, looking for material to be included in the bibliography, it was often necessary to visit various libraries or borrow material in order to secure a complete run of a certain journal. Often works which were published in a Mexican journal turn out to have been printed earlier in another country and in another language, and in many cases it requires considerable searching to locate the original version. (In a few cases, I must confess, it has been impossible.)

Names of authors are often printed in different forms, or even incorrectly, and again research is required to bring the works of one author together under the correct name.

Since I undertook the compilation of the bibliography, about 15 years ago, I have been continually consulted about references on various subjects covered in the bibliography. Let me cite just a few examples: references to economically useful plants (sweet potatoes); biographical material (C. A. Purpus); medicinal plants of Mexico; phytogeographic works (flora of San Luis Potosi); taxonomic titles (grasses of Mexico); historical works (the 16th century "relaciones" sent from Mexico to the King of Spain); native vocabularies (for a dictionary of common names of economically useful plants.) It seems to me that if bibliographies are useful for the researcher, then grants to assist the bibliographer are equally important.

UNIVERSITY OF PENNSYLVANIA

OFFICE OF THE COMPTROLLER

CURRENT EXPENSE AND EQUIPMENT CHARGES

(MONTHLY AND CUMULATIVE)

2

DEPARTMENT

AMER PHILOSOPHICAL SOCIETY
MRS J LANGMAN
BOTANY DEPARTMENT
MAC FARLANE HALL

CLASS

4

DEPT.

3119

TYPE

4

FUND

1181

MO. DATE YR

562

DESCRIPTION					SOURCE	REGISTER NO.	ACCOUNT	TOTAL CHARGES		VOUCHER NUMBER
PAYEE	INV. DATE MO.	DATE YR	INVOICE NO.	ORDER NO.				REG. NO.	CURRENT MONTH	
I LANGMAN					30058196	7900	2439		2197	
							2439*	2439*		
TOTAL EXPENDED	THRU	APR 30			0104	8180		3970		
I LANGMAN	0518		17590		30058195	8180	855		2197	
							855*	4825*		
TOTAL EXPENDED	THRU	APR 30			0104	8634		4500		
							*	4500*		
TOTAL EXPENDED	THRU	APR 30			0104	8940		101000		
							*	101000*		
TOTAL EXPENDED	THRU	APR 30			0104	8941		101000 CR		
							*	101000*CR		
							3294*	11764*		

THE UNIVERSITY OF MICHIGAN
ANN ARBOR, MICHIGAN

INVOICE

LEAVE THIS SPACE BLANK

Invoice No. 1726

Date 8-31-62

TO

University of Pennsylvania - Library
Philadelphia 4, Pennsylvania

Attn: Delphine Okie Richardson,
Interlibrary Loan Librarian

Sheet No.

Job No. M63-0598

Customer's Order No.

Shipped via 8-7-62
6

TERMS: NET

DATE	ITEMS	AMOUNT	TOTAL
8-3-62	Neg. Microfilm. (See att. sheet) postage	2.85 .04	\$2.89
PLEASE MAKE PAYMENT ON THIS INVOICE AS YOU WILL NOT RECEIVE A MONTHLY STATEMENT.			

MAKE REMITTANCES PAYABLE TO THE UNIVERSITY OF MICHIGAN AND ADDRESS TO CASHIER, THE UNIVERSITY OF MICHIGAN. PLEASE DO NOT REMIT WITH STAMPS. REFER TO INVOICE NUMBER IN CORRESPONDENCE.

OFFICE OF THE BUSINESS MANAGER
BULLETIN NO. 10, AMENDMENT NO. 2

April 9, 1962

PURCHASING POLICIES

TO DEANS, DIRECTORS, BUDGET ADMINISTRATORS, AND CHIEF CLERKS

This bulletin covering the purchasing policies of the University is being reissued to reflect changes which have become effective since Amendment No. 1 was issued on March 16, 1960.

I. GENERAL STATEMENT OF PURCHASING POLICY

All purchases for the University are to be made by the Director of Purchases through the Purchasing Department. Certain approved exceptions may be made by the Director of Purchases. In the absence of such written approval, no other officer, staff member or employee of the University is empowered to incur any obligation or make any commitment on behalf of the University in connection with the purchase or repair of supplies or equipment. This policy applies to all budgets administered by the University including University-supported and autonomous budgets, such as government and other contracts, grants, endowed departments, etc.

II. PROCEDURES GOVERNING THE PURCHASE OF SUPPLIES AND EQUIPMENT

A. Requisitions

Requests to the Purchasing Department to purchase material and equipment are made on Purchasing Department Requisition Forms*, prepared in duplicate. Each requisition must be signed by the authorized budget administrator or his designated alternate.

On receipt of a requisition, the Purchasing Department will check the specifications, determine the cost, select the source of supply, and issue an official purchase order.

Since requisitions are actual obligations against departmental funds, they should be prepared with extreme care. The following check list should be followed in the preparation of requisitions:

1. Number the requisitions serially, beginning a new series each fiscal year. Retain the duplicate copy for your records.
2. Issue a separate requisition for each departmental budget coding.
3. Identify the department accurately, giving the complete official name.
4. Give accurate shipping destination--building, room, person, and University telephone extension.

* Requisitions are available upon request from the Purchasing Department.

5. Indicate the date items are needed.
6. Describe each item carefully, using catalogue number if possible. Where practicable, attach a sample if description without it would be inadequate.
7. When a long list of items is being requested, mark the requisition "per attached list," and submit lists in duplicate.
8. Show the estimated or approximate cost.
9. If any correspondence, conversations, or understandings of any kind apply to the items on a requisition, attach a record of all such to the requisition with a thorough explanation of any matters which may affect the selection of a source of supply by the Purchasing Department. Otherwise it will be assumed that no inquiries have been made pertaining to the request.
10. Only requisitions carrying authorized signatures will be accepted. The official lists of authorized signatures are maintained in the Purchasing Department and the Comptroller's Office. Rubber stamped signatures will not be accepted. Budget administrators may delegate to additional persons authority to sign requisitions. Signature cards for this purpose are available in the Comptroller's Office. Separate cards must be filled out and filed with the Comptroller and the Director of Purchases.
11. Try to avoid "rush" orders. Anticipation of needs will reduce the necessity for "rush" orders and may result in substantial savings to your budget.
12. Consolidate orders when possible to avoid unnecessary expense to the University and your budget.
13. Requisitions for "radioactive" materials must be sent to the Radiation Safety Office which will approve, record, and transmit them to the Purchasing Department for ordering.
14. If any of these procedures are not understood, please contact the Purchasing Department for clarification.

B. Exceptions

Requests for exceptions to the established policy must be addressed in writing to the Director of Purchases. If the request is approved, authorization will be given in writing.

C. Catalogues

A library of pamphlets, catalogues and other memorabilia is available in the Purchasing Department for use by all departments. The Director of Purchases welcomes visits for inspection and consultation.

III. UNAUTHORIZED PURCHASES

Requisitions in confirmation of unauthorized purchases or negotiations for purchases will not be accepted by the Purchasing Department. Purchase orders will not be issued in confirmation of such arrangements.

Invoices sent directly to the Comptroller for payment which cover items not approved as exceptions by the Director of Purchases and which are not supported by a Purchasing Department order number will be sent directly to the Provost or appropriate Vice-President for approval.

IV. EMERGENCY NEEDS (EXT. 216 - SHOPPER)

When an emergency is of sufficient magnitude to warrant deviation from the normal systematic procedures for purchasing, arrangements may be made with the Purchasing Department to secure the material before a formal purchase order is issued. Call the Purchasing Department (Ext. 216), ask for the shopper and explain the emergency. If approved, an order number will be provided. A departmental requisition, marked "confirming" and showing the order number, must be forwarded to the Purchasing Department immediately.

Emergency order numbers for purchases in excess of twenty-five dollars (\$25.00) will not be issued except in unusual circumstances.

V. USE OF UTILITIES

Purchases involving the use or installation of utilities (gas, water, electric, or steam), building alterations, etc., which require the services of an engineer, should be sent to the Buildings and Grounds Department on a Buildings and Grounds Requisition Form. Services or materials required for the project will be procured by the Purchasing Department upon request from the Buildings and Grounds Department.

VI. BLANKET ORDERS

When departments have miscellaneous small requirements over a period of time which can best be supplied by a local firm; e.g., laundry, ice, animal foods, etc., they may request the Purchasing Department to issue a "blanket order."

A requisition for a "blanket order" is issued in advance for an estimated amount of expenditure or material and for a definite period of time to be billed on a monthly basis. If it is felt that a "blanket order" would be beneficial in the routine operation of your department or grant, call a buyer in the Purchasing Department for proper procedure.

VII. REPAIR OF EQUIPMENT

When repair of equipment is necessary, the Purchasing Department must be contacted for a recommended source of service. If the repair requires shipment to the factory or a service shop, the equipment should be sent prepaid with a covering letter (copy to the Purchasing Department) requesting an estimate of required repairs. Upon receipt of the estimate, a requisition should be issued to authorize the work to be done.

VIII. CONTRACTS FOR MAINTENANCE SERVICE ON EQUIPMENT

All contracts covering service agreements are executed and filed in the Purchasing Department and are placed with the vendor upon receipt of a requisition in the usual manner.

IX. PURCHASES FROM PETTY CASH FUNDS - FREIGHT AND EXPRESS

To reduce the number of purchase orders for items of low cost, budget administrators are authorized and encouraged to purchase from petty cash funds any item which does not exceed ten dollars (\$10.00) in cost.

Freight and express bills must be paid from petty cash. Budget administrators who require such funds may establish an account by written application to the Comptroller. The University does not maintain a charge account with Railway Agency Express or any other common carrier. All shipments should be prepaid.

X. INVOICES

Invoices, in duplicate, for materials purchased by the University are received by the Purchasing Department, checked for accuracy, and recorded. The original is certified to the Comptroller for payment, and the duplicate is sent to the requisitioning department for its records. Pertinent instructions are stamped on the duplicate copy.

XI. CLAIMS, CREDITS, AND DELIVERIES

Deliveries should be inspected the day received and any shortages or damages reported to the Purchasing Department so that a claim may be filed. All correspondence with reference to deliveries, adjustments, repairs, claims, or replacements will be conducted by the Purchasing Department. No material may be returned for credit until the Purchasing Department has made arrangements with the supplier. No changes may be made to a purchase order except by the Purchasing Department. Suppliers will forward all credit memoranda to the Purchasing Department where they will be recorded and a copy sent to the department for its records.

XII. SALESMEN

Salesmen from firms soliciting University orders should be referred to the University Purchasing Department, 3025 Walnut Street.

XIII. UNUSED EQUIPMENT AND SALVAGE

Equipment or other items of value for which there is no foreseeable need must be reported to the Surplus Property Officer (Ext. 201) for transfer to another department or for sale.

All items of salvage or scrap will be disposed of through the Purchasing Department.

XIV. BUDGET PRICE ESTIMATES

The Purchasing Department will be used as the source of price information for equipment to be listed in budget proposals. Requests for estimates should be sent in writing to the Purchasing Department well in advance of the time budget requests are to be submitted.

XV. OFFICE SUPPLIES

The University's approved standard office supplies are set forth in the "Office Supplies Catalogue." These supplies are requisitioned directly from the Office Supplies Stockroom and not through the Purchasing Department. (For information relative to office supplies, call Ext. 572.)

HAROLD E. MANLEY
Business Manager

Bulletin No. 10, Amendment No. 1, dated March 16, 1960, is hereby rescinded.

This bulletin is effective on the date of issuance.

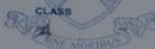
UNIVERSITY OF PENNSYLVANIA

OFFICE OF THE COMPTROLLER

BUDGET SUMMARY FOR THE YEAR TO DATE

2

DEPARTMENT
 AMER PHILOSOPHICAL SOCIETY
 MRS J LANGMAN
 BOTANY DEPARTMENT
 MAC FARLANE HALL



CLASS DEPT. TYPE
 3119 4

FUND
 1181

MO. DAY YEAR
 4 30 62

DESCRIPTION	ACCT.	BUDGET APPROPRIATIONS OR RECEIPTS	EXPENDITURES	BALANCE*
BALANCE JULY 1 1961		26696		
		26696 *		*
RECEIPTS TO MAR 31 1962	4	154500		
		154500 *		*
0 S AND W TO MAR 31 1962	6		151000	
0 S AND W APR 1962	6		25000	
			176000 *	
CURRENT EXPENSE TO MAR 31 1962	8		8470	
			8470 *	
				3274CR*

*CR SYMBOL IN BALANCE COLUMN INDICATES EXCESS OF EXPENDITURES OVER APPROPRIATION OR RECEIPTS

UNIVERSITY OF PENNSYLVANIA
PHILADELPHIA, PENNSYLVANIA

Department of Botany

Payroll Department:

Would you be
kind enough to check the
following item for me? I received
a sum of \$55 paid out of an
American Philosophical Society
grant (4-03119-411+1) to Mrs.
Ann White in May, 1961 as
vacation pay when she dis-
continued her work here.

I have just learned
from her that she received
only \$42.06

Sincerely

Eda K. Langman
Langman

Open

⁰⁰
\$ 55 Gross

fed. tax

9.90 ~~PT~~

1.65 FICA

87CT

=
42.56 net

Chargeable to
Budget

net
check

March 6, 1962

Dear Ida:

The check I received was for \$42.56 + on it was written for 11 days vacation. The reason I didn't call the University was because I understood it to be customary to receive vacation pay for the amount of time worked that year.

Sincerely,
Anne White

UNIVERSITY OF PENNSYLVANIA

OFFICE OF THE COMPTROLLER

CURRENT EXPENSE AND EQUIPMENT CHARGES

(MONTHLY AND CUMULATIVE)

2

DEPARTMENT
 AMER PHILOSOPHICAL SOCIETY
 MRS J LANGMAN
 BOTANY DEPARTMENT
 MAC FARLANE HALL



CLASS

DEPT.

TYPE

FUND

DATE

4

3119 4

1181

MO. YR. 362

DESCRIPTION					SOURCE	REGISTER NO.	ACCOUNT	TOTAL CHARGES		VOUCHER NUMBER
PAYEE	INV. DATE MO. YR.	INVOICE NO.	ORDER NO.	REQ. NO.				CURRENT MONTH	YEAR-TO-DATE	
TOTAL EXPENDED		THRU	FEB 28		0102	8180		3970		
							*	3970*		
TOTAL EXPENDED		THRU	FEB 28		0102	8634		4500		
							*	4500*		
TOTAL EXPENDED		THRU	FEB 28		0102	8940		101000		
							*	101000*		
TOTAL EXPENDED		THRU	FEB 28		0102	8941		101000 CR		
							*	101000* CR		
							*	8470*		

UNIVERSITY OF PENNSYLVANIA

OFFICE OF THE COMPTROLLER

REQUEST FOR REIMBURSEMENT OF TRAVEL EXPENDITURES

17590

Name Langman, Ida K.Date: May 16, 1962

Please Print or Type

Univ. Address 325 ZoologyPurpose of Trip: To consult material in the Library of Congress, not available on inter-library loan (for the Bibliography on Mexican Flora)I certify that the expenditures listed below were incurred by me while on authorized travel in the conduct of official business to and from April 29 1962 x A.M. through April 29 1962 x P.M.

and that if an automobile was utilized for which reimbursement is requested, it was insured at the time of travel for Public Liability in the limits of \$25,000/50,000 and \$10,000 Property Damage.

* Fare: Coach..... <u>Special Sunday Fare</u>\$ <u>8.55</u>	Telephone, telegraph.....\$ _____
Pullman.....	Other (describe).....
First Class.....	
Air Travel.....	
Auto Mileage _____ mi. @ _____¢	
Taxi, trolley, etc.....	
* Hotel.....	
Meals.....	
Tips.....	
	Total Expended <u>8.55</u>
	Less: Advance (if any) _____
	Balance to be reimbursed.... <u>8.55</u>
	Cash returned (if advance exceeded expenditure).....

Charge: Botany
(Department)

Accounting Code: Dept. Exp. Cl. Fund Amount

4 031198180111818.55Ida K. Langman

Budget Administrator

Ida K. Langman

Payee Signature

* Hotel receipts, airline ticket stubs, pullman stubs and other vouchers received must be attached to this request.

Note: If total reimburseable is not in excess of \$100.00 reimbursement may be obtained in cash. If cash is desired, please complete section below.

REQUEST FOR REIMBURSEMENT IN CASHI, the undersigned, request reimbursement in cash in the amount of \$ _____
for expenditures incurred by me and detailed above, receipt of which is hereby acknowledged.

Comptroller's Authorization

Payee (to be signed at Cashier's window)

(See reverse side for instructions)

UNIVERSITY OF PENNSYLVANIA

OFFICE OF THE COMPTROLLER
BUDGET SUMMARY FOR THE YEAR TO DATE



CLASS DEPT. TYPE
3119 4

FUND
1181

MO. DAY YEAR
13162

40
 29
 11.60
 16
 29
 144
 32
 760
2

DEPARTMENT
AMER PHILOSOPHICAL SOCIETY
MRS J LANGMAN
BOTANY DEPARTMENT
MAC FARLANE HALL

DESCRIPTION	ACCT.	BUDGET APPROPRIATIONS OR RECEIPTS	EXPENDITURES	BALANCE*
BALANCE JULY 1 1961		26696		
		26696 *		
RECEIPTS TO DEC 30 1961	4	154500		
		154500 *		
O S AND W TO DEC 30 1961	6		76125	
O S AND W JAN 1962	6		25000	
			101125 *	
CURRENT EXPENSE TO DEC 30 1961	8		3970	
CURRENT EXPENSE JAN 1962	8		16600 - 115.	
			20570 *	
				59501 *
				+ 16600
				761.01
				45.00
				716.01
			56.00 (sub)	670.01
				41.01
		716.01		
		250		
		466.01		

*CR SYMBOL IN BALANCE COLUMN INDICATES EXCESS OF EXPENDITURES OVER APPROPRIATION OR RECEIPTS

UNIVERSITY OF PENNSYLVANIA

OFFICE OF THE COMPTROLLER

CURRENT EXPENSE AND EQUIPMENT CHARGES

(MONTHLY AND CUMULATIVE)

2

DEPARTMENT

AMER PHILOSOPHICAL SOCIETY
MRS J LANGMAN
BOTANY DEPARTMENT
MAC FARLANE HALL

CLASS

4

DEPT.

3119 4

TYPE

4

FUND

1181

MO. DATE YR.

2 62

DESCRIPTION								TOTAL CHARGES		VOUCHER NUMBER
PAYEE	INV. MO.	DATE YR.	INVOICE NO.	ORDER NO.	REQ. NO.	SOURCE	REGISTER NO.	ACCOUNT	CURRENT MONTH	
TOTAL EXPENDED			THRU	JAN 31		0101		8180	*	3970 3970*
2 2850C SEC						5002	3137	8634	4500 4500*	4500*
TOTAL EXPENDED			THRU	JAN 31		0101		8635		16600
2 28EMP BEN						5002	3137	8635	16600 CR 16600*CR	*CR
TOTAL EXPENDED			THRU	JAN 31		0101		8940	*	101000 101000*
TOTAL EXPENDED			THRU	JAN 31		0101		8941	*	101000 CR 101000*CR
									12100*CR	8470*

UNIVERSITY OF PENNSYLVANIA

OFFICE OF THE COMPTROLLER
BUDGET SUMMARY FOR THE YEAR TO DATE

Salary Mrs Ransell

2

DEPARTMENT

AMER PHILOSOPHICAL SOCIETY
MRS J LANGMAN
BOTANY DEPARTMENT
MAC FARLANE HALL



CLASS

DEPT.

TYPE

FUND

MO. DAY YEAR

4

3119 4

1181

12 30 61

Nov. Rec'd 70

DESCRIPTION	ACCT.	BUDGET APPROPRIATIONS OR RECEIPTS	EXPENDITURES	BALANCE*
BALANCE JULY 1 1961		26696		
		26696 *	*	
RECEIPTS TO NOV 30 1961	4	154500		
		154500 *	*	
0 S AND W TO NOV 30 1961	6		51000	
0 S AND W DEC 1961	6		25125	
			76125 *	
CURRENT EXPENSE TO NOV 30 1961	8		3970	
			3970 *	
				101101 *

*CR SYMBOL IN BALANCE COLUMN INDICATES EXCESS OF EXPENDITURES OVER APPROPRIATION OR RECEIPTS

11.30

UNIVERSITY OF PENNSYLVANIA

OFFICE OF THE COMPTROLLER
BUDGET SUMMARY FOR THE YEAR TO DATE

2

DEPARTMENT
AMER PHILOSOPHICAL SOCIETY
MRS J LANGMAN
BOTANY DEPARTMENT
MAC FARLANE HALL



CLASS DEPT. TYPE
3119 4

FUND
1181

MO DAY YEAR
11 30 61

DESCRIPTION	ACCT.	BUDGET APPROPRIATIONS OR RECEIPTS	EXPENDITURES		BALANCE*
BALANCE JULY 1 1961		26696			
		26696 *		*	
RECEIPTS TO OCT 31 1961	4	154500			
		154500 *		*	
0 S AND W TO OCT 31 1961	6		26000		
0 S AND W NOV 1961	6		25000		
				51000 *	
CURRENT EXPENSE TO OCT 31 1961	B		3970		
				3970 *	
					126226 *

*CR SYMBOL IN BALANCE COLUMN INDICATES EXCESS OF EXPENDITURES OVER APPROPRIATION OR RECEIPTS

UNIVERSITY OF PENNSYLVANIA

OFFICE OF THE COMPTROLLER

CURRENT EXPENSE AND EQUIPMENT CHARGES

(MONTHLY AND CUMULATIVE)

2

DEPARTMENT

AMER PHILOSOPHICAL SOCIETY
MRS J LANGMAN
BOTANY DEPARTMENT
MAC FARLANE HALL

CLASS

4

DEPT.

3119

TYPE

4

FUND

1181

DATE

MO DATE YR
10 61

DESCRIPTION					SOURCE	REGISTER NO.	ACCOUNT	TOTAL CHARGES		VOUCHER NUMBER
PAYEE	INV. MO.	DATE YR	INVOICE NO.	ORDER NO.				REQ. NO.	CURRENT MONTH	
TOTAL EXPENDED			THRU	SEP 30	0109	8180			1128	
I LANGMAN	09	25	13225		30102723	8180	2842			627
							2842*		3970*	
							2842*		3970*	
							<i>see next sheet</i>			

Catfield
272

UNIVERSITY OF PENNSYLVANIA

OFFICE OF THE COMPTROLLER

BUDGET SUMMARY FOR THE YEAR TO DATE

11/30/61

2

DEPARTMENT

AMER PHILOSOPHICAL SOCIETY
MRS J LANGMAN
BOTANY DEPARTMENT
MAC FARLANE HALL



CLASS

DEPT

TYPE

FUND

MO. DAY YEAR

3119 4

1181

93061

DESCRIPTION	ACCT	BUDGET APPROPRIATIONS OR RECEIPTS	EXPENDITURES	BALANCE*
BALANCE JULY 1 1961		26696		
		26696 *		*
0 S AND W TO AUG 31 1961	6		13000	
0 S AND W SEP 1961	6		6500	
			* 19500 *	
CURRENT EXPENSE SEP 1961	8		1128	
			* 1128 *	
				6068 *
				2842
				32260
		16252		3970 20190
		7800		1202

*CR SYMBOL IN BALANCE COLUMN INDICATES EXCESS OF EXPENDITURES OVER APPROPRIATION OR RECEIPTS

Expense Account for trip to Mexico
 June 3, 1961 to June 29, 1961
 (including a stopover for two days in New Orleans to check
 some items in Tulane University, Middle American
 Research Institute)

Fare	135.15	Total grant	1000
	105.97		
Excess Baggage	301	Typist	52.6
	7.02 <i>Viril</i>	Travel	418.04
Food	++77.60	Balance	31.96
Hotel	66.88		
Laundry	1.92		
tips	2.24		
Fare	18.00		
Phone	25		
	418.04		

$$\frac{15}{4596}$$

Permission is hereby requested to use the balance for a trip to Cambridge Mass to check some items in the Harvard Libraries and to get microfilms of some material in the Lloyd Library in Cincinnati, material which is not available on loan.

An additional ^{sum} is also requested for typing help for six months to complete the index, the sum to consist of 1500 salary plus 45 social security making a total 1545.

Education

He spend a year in Mexico
 Onedoljara
 The Unapan we know
 Recoridos de Chitapas

Modern Mexico
 February 1944
 Modern Mexico
 July 1943
 Pan American
 March 1945
 Pan American
 March 1945
 March 1945
 August 1957
 (Chitapas)

MEXICANISM

UNIVERSITY OF PENNSYLVANIA

OFFICE OF THE COMPTROLLER

13225

REQUEST FOR REIMBURSEMENT OF TRAVEL EXPENDITURES

Name Langman, Mrs. Ida E.

Date: September 25, 1961

Please Print or Type

Div. Biol. (Room 325, Zoology)

Univ. Address _____

Purpose of Trip: To discuss the publication of the Mexican Bibliography with representa-
tives of the National Science Foundation, Pan American Union and Smithsonian Institution

I certify that the expenditures listed below were incurred by me while on authorized travel in the conduct of official business to and from Washington, D. C.
during the period September 14 1961 x A.M. through September 16 1961 x A.M.
P.M. P.M.

and that if an automobile was utilized for which reimbursement is requested, it was insured at the time of travel for Public Liability in the limits of \$25,000/50,000 and \$10,000 Property Damage.

* Fare: Coach.....	\$ <u>11.62</u>	Telephone, telegraph.....	\$ <u>.30</u>
Pullman.....		Other (describe).....	
First Class.....			
Air Travel.....			
Auto Mileage <u>mi.</u> @ <u>¢</u>	<u>2.50</u>	Total Expended <u>29.58</u>	
Taxi, trolley, etc.....	<u>6.70</u>	Less: Advance (if any).....	
* Hotel.....	<u>6.60</u>	Balance to be reimbursed....	<u>29.58</u>
Meals.....	<u>.70</u>	Cash returned (if advance exceeded expenditure).....	
Tips.....			

Charge: Botany
(Department)

Accounting Code:	<u>Dept.</u>	<u>Exp. Cl.</u>	<u>Fund</u>	<u>Amount</u>
	<u>3119 -4</u>		<u>1181</u>	<u>29.58</u>

Budget Administrator _____

Payee Signature _____

* Hotel receipts, airline ticket stubs, pullman stubs and other vouchers received must be attached to this request.

Note: If total reimbursable is not in excess of \$100.00 reimbursement may be obtained in cash. If cash is desired, please complete section below.

REQUEST FOR REIMBURSEMENT IN CASH

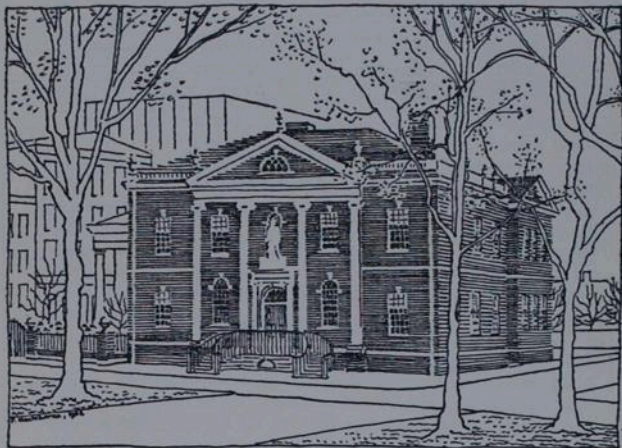
I, the undersigned, request reimbursement in cash in the amount of \$ _____
for expenditures incurred by me and detailed above, receipt of which is hereby acknowledged.

Comptroller's Authorization _____

Payee (to be signed at Cashier's window) _____

THE
AMERICAN PHILOSOPHICAL SOCIETY

COMMITTEE ON LIBRARY
REPORT FOR 1972



105 SOUTH FIFTH STREET
PHILADELPHIA, PENNA.

1973