



Hunt Institute for Botanical Documentation
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Pittsburgh, PA 15213-3890
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Web site: www.huntbotanical.org

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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.

UNIVERSITY of PENNSYLVANIA

THE MORRIS ARBORETUM
9414 MEADOWBROOK AVENUE
PHILADELPHIA 18

JOHN M. FOGG, JR., *Director*

January 13, 1965

Mr. Thomas Yoseloff, Director
The University of Penna. Press
3729 Spruce Street
Philadelphia 4, Pa.

Dear Mr. Yoseloff:

The enclosed bill comes to us as a complete surprise and I think it must have been sent in error. The Arboretum, to my knowledge has assumed no financial responsibility in this matter and is certainly without funds to pay such a bill.

I shall be grateful if you will give your attention to this matter.

Sincerely yours,

John M. Fogg, Jr.
John M. Fogg, Jr.,
Director

JMF:am

enc



UNIVERSITY OF PENNSYLVANIA PRESS

3436 WALNUT STREET

PHILADELPHIA 4, PA.

NEW ADDRESS: 3729 SPRUDE ST. PHILA. PA. 19104

SHIP VIA

DEPT. NO.

ORDER NO.

ACCOUNT NO.

DATE
MO. DAY YR.
12 30 64

SALESMAN

INVOICE NO.

5978

Morris Arboretum
University of Pennsylvania
Philadelphia 4, Pa.

INVOICE

TERMS: NET 30 DAYS. PRICES SUBJECT TO CHANGE WITHOUT NOTICE

QUANTITY	TITLE	ORDER NO.	BOOK CODE	LIST PRICE	DISCOUNT	DISCOUNT	EXTENSION
	Geo. H. Buchanan Co., Invoice #6477, 11-27-64 AUTHOR'S ALTERATIONS; "SELECTED GUIDE TO THE LITERATURE ON FLOWERING PLANTS OF MEXICO"						1089.80

NOTE: RETURNS NOT SPECIFICALLY AUTHORIZED OR WITHOUT SPECIAL RETURN LABEL WILL NOT BE ACCEPTED. CLAIMS FOR SHORTAGE OR DAMAGE MUST BE MADE WITHIN ONE WEEK OF DELIVERY. NOT RESPONSIBLE FOR LOSS OF GOODS UNLESS INSURED.



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University of Pennsylvania
Philadelphia 4, Pa.

DUPLICATE INVOICE

TERMS: NET 30 DAYS. PRICES SUBJECT TO CHANGE WITHOUT NOTICE

QTY	TITLE	ORDER NO.	BOOK CODE	LIST PRICE	DISCOUNT	EXTENSION
	Geo. H. Buchanan Co., Invoice #6477, 11-27-64 AUTHOR'S ALTERATIONS; "SELECTED GUIDE TO THE LITERATURE ON FLOWERING PLANTS OF MEXICO"					1089.80

NOTE: RETURNS NOT SPECIFICALLY AUTHORIZED OR WITHOUT SPECIAL RETURN LABEL WILL NOT BE ACCEPTED. CLAIMS FOR SHORTAGE OR DAMAGE MUST BE MADE WITHIN ONE WEEK OF DELIVERY. NOT RESPONSIBLE FOR LOSS OF GOODS UNLESS INSURED.



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Morris Arboretum
University of Pennsylvania
Philadelphia 4, Pa.

TRIPPLICATE INVOICE

TERMS: NET 30 DAYS. PRICES SUBJECT TO CHANGE WITHOUT NOTICE

QUANTITY	TITLE	ORDER NO.	BOOK CODE	LIST PRICE	DISCOUNT		EXTENSION
	Geo. H. Buchanan Co., Invoice #6477, 11-27-64 AUTHOR'S ALTERATIONS; "SELECTED GUIDE TO THE LITERATURE ON FLOWERING PLANTS OF MEXICO"						1089.80

NOTE: RETURNS NOT SPECIFICALLY AUTHORIZED OR WITHOUT SPECIAL RETURN LABEL WILL NOT BE ACCEPTED. CLAIMS FOR SHORTAGE OR DAMAGE MUST BE MADE WITHIN ONE WEEK OF DELIVERY. NOT RESPONSIBLE FOR LOSS OF GOODS UNLESS INSURED.

June 25, 1962

Mr. Alan J. Sprow
National Science Foundation
Washington 25, D. C.

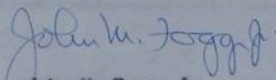
Dear Alan:

In your letter to Mrs. Ida K. Langman dated May 14, you make the following statement:

"In its grants for support of single publications the Foundation ordinarily includes a provision requiring that all proceeds from sales during the first three years after publication over and above the amount contributed by the grantee and up to the amount of the grant be returned to the Foundation."

I am writing to assure you that this arrangement is satisfactory to the University and to the Morris Arboretum.

Sincerely yours,


John M. FOGG, Jr.,
Director

JMF:am

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P
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UNIVERSITY of PENNSYLVANIA

THE MORRIS ARBORETUM
9414 MEADOWBROOK AVENUE
PHILADELPHIA 18

JOHN M. FOGG, JR., Director

October 19, 1960

Mrs. Lazella Schwarten, Librarian
Harvard Herbarium Building
22 Divinity Avenue
Cambridge 38, Mass.

Dear Mrs. Schwarten:

This letter should doubtless be directed to the Librarian at Jamaica Plain but since, I am ashamed to confess, I do not remember her name I am addressing it to you in the hope that you will see that it receives the appropriate attention.

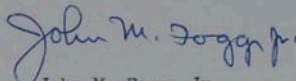
Our departmental librarian, Miss Elizabeth Thorp, recently received by mail a copy of Späth-Buch 1720-1930 from the Arnold Arboretum Library (Shelf No. Ceg. Sp 1.2.2). It was not accompanied by any letter of explanation so, thinking that we might have requested it on an Inter-library Loan, she forwarded it to us at the Arboretum.

No one here has any knowledge of this transaction and I am hoping that through your good offices, this mystery can be cleared up.

I am sorry not to have seen you on the occasion of my recent visit to Harvard, but they kept me pretty busy.

Best wishes and thanks for any attention you can bestow on this problem.

Sincerely yours,



John M. Fogg, Jr.,
Director

JMF:am

UNIVERSITY of PENNSYLVANIA

PHILADELPHIA 4

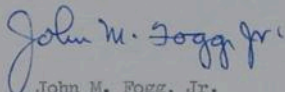
The College
Division of Biology

October 23, 1958

TO WHOM IT MAY CONCERN:

This is to certify that Mrs. Ida K. Langman, who is preparing a Bibliography of the Flora of Mexico, is a Research Fellow at the University of Pennsylvania where she is working under my supervision.

During the course of her studies Mrs. Langman will find it necessary to use the stacks of the Library of Congress. If you can extend this courtesy to her it will be greatly appreciated.



John M. Fogg, Jr.
Professor of Botany
Director, Morris Arboretum

BULLETIN NO. 10. AMENDMENT NO. 1.

OFFICE OF THE BUSINESS VICE-PRESIDENT
March 16, 1960

Purchasing Policies

TO ALL DEANS, DIRECTORS, BUDGET ADMINISTRATORS AND CHIEF CLERKS:

In the interest of mutual understanding, this bulletin is being re-issued, covering the purchasing policies of the University.

I. GENERAL STATEMENT ON PURCHASING

All purchases for the University (with certain approved exceptions) are made by the Director of Purchases through the Purchasing Department. In the absence of written approval by the Purchasing Agent, 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 and includes all balanced, deficit and endowed budgets, all government and other contracts and grants.

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 such requisition must carry the signature of an authorized budget administrator of the University.

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

1. Number the requisitions serially, beginning a new series each fiscal year.
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.
5. Indicate the date supplies 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."

* Requisitions are available upon request from the Purchasing Department.

8. Show the estimated cost, if convenient.
9. If any correspondence, conversations, or understandings of any kind apply to the items on any 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.
10. Only requisitions carrying authorized signatures will be accepted. (The official list of authorized signatures is maintained in the Purchasing Department and the Comptroller's Office. Only the President, in writing, may delegate the authority to sign a purchase requisition.) Rubber stamped signatures will not be accepted. Budget administrators may in writing, with copies of the Director of Purchases and the Comptroller, designate to one additional person authority to sign purchase requisitions.
11. Avoid "Rush" orders. Anticipation of needs will reduce the necessity for "Rush" orders and will result in substantial savings to your budget.
12. Consolidate orders when possible, to avoid unnecessary expense to the University and your budget.
13. When procedures are not understood, please contact the Purchasing Department for advice.

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. Purchasing welcomes a visit for inspection and consultation.

III. UNAUTHORIZED PURCHASES

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

Invoices sent to the Comptroller which are not supported by a Purchasing Department order number will be returned.

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.

Regulations prohibit the issuing of emergency order number for purchases in excess of \$25 except in unusual circumstances.

V. USE OF UTILITIES

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

VI. BLANKET ORDERS

When a department has miscellaneous small requirements over a period of time which can best be supplied by a local firm (example: laundry, ice, animal foods, etc.) they will request the Purchasing Office to make arrangements for 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.

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 five dollars (\$5.00) in cost.

Freight and express bills may be paid from Petty Cash where the amount is not in excess of twenty-five dollars (\$25.00). Budget administrators who require such funds may establish an account by written application to the Comptroller. The University does not maintain a charge account for outgoing Railway Express. All shipments should be prepaid.

X. INVOICES

Duplicate invoices are received by the Purchasing Department, checked for accuracy, and recorded. One copy is then sent to the Comptroller for payment, the other to the department for its records.

XI. CLAIMS, CREDITS AND DELIVERIES

Deliveries should be inspected the day received and any shortages or damages reported immediately to the Purchasing Department so that a claim may be filed. All correspondence with reference to deliveries, adjustments, repair, claims or replacements will be handled by the Purchasing Department. No material will be returned for credit or repairs until the Purchasing Department has received written instructions from the supplier. No changes to a purchase order may be made except by the Purchasing Department.

Suppliers will forward all credit memoranda to the Purchasing Department where they can be recorded. A copy of the memorandum will then be sent to the department so that the amount of the credit can be applied against future invoices. In special cases, cash settlement can be obtained.

XII. SALESMEN

Salesmen from firms soliciting University orders from individuals on the staff 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) as being available for transfer to another department or for sale.

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

There are strict regulations regarding disposal of State or Federal property and approval must be obtained from the proper governmental agencies by the Surplus Property Office.

XIV. BUDGET PRICE ESTIMATES

The Purchasing Department will be used as the source of price information for equipment to be listed in budget proposals. A list of items that are contemplated as budget proposals should be sent in writing to the Purchasing Department well in advance of the time budgets 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 Extension 572.)

Regulations do not permit purchasing to procure substitute items for those office supplies listed in the catalogue.

(Signed) John L. Moore

Business Vice-President

Bulletin No. 10, dated August 17, 1954, is hereby rescinded and cancelled.

This Bulletin is effective on the date of issuance.