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5th Floor, Hunt Library  
Carnegie Mellon University  
4909 Frew Street  
Pittsburgh, PA 15213-3890  
Telephone: 412-268-2434  
Email: [huntinst@andrew.cmu.edu](mailto:huntinst@andrew.cmu.edu)  
Web site: [www.huntbotanical.org](http://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.

INFORMATION SCIENCES/GENETIC RESOURCES PROGRAM

1229 University Avenue  
University of Colorado at Boulder  
Boulder, Colorado 80309

Telephone: (303) 492-5056  
492-8598  
Cable: GENRESYS Boulder

MEMO

TO: Jay  
Claude McMillan  
Gilbert White  
David Rogers ✓

FROM: Gil Hersh

RE: Report of Accounts

Date: November 5, 1976

Attached is the IS/GRProgram Report of Accounts through the third quarter of the calender year 1976. The expected expenditures through 12/31/76, as reported here are quite accurate. Jim Snow and Susan Wilson prepared this report. Susan will assume future responsibility on a regular basis. Please direct your comments to either her or me. Thankyou.

jef



## IS/GRP STATEMENT OF ACCOUNTS - SEPTEMBER 30, 1976\*

Account No./Title	Budget	Expenditures and Encumbrances to Date	Expenditures Projected Through 12/31	Balance
1601-35/USAID	\$ 25,000	\$ 24,720 <sup>1</sup>	\$ 280 to USAID	-0-
1601-54/USDA	50,000	14,400	15,600	\$20,000
1601-69/GRCIDS III	237,000	237,000	-0-	-0-
1601-70/CODEVINTEC	17,850	8,470	-0-	9,380
1601-72/GRCIDS IV	405,000	319,550	85,450	-0-
1601-73/IBM	40,000	21,200	2,200	16,600

\*Based on September 1976 Project Director Statements, ledger, and JV's submitted through October 31, 1976.

<sup>1</sup>Includes \$3,000 in charges (Computing Center) moved to zero out 1601-69  
3,000 in Computing Center charges from 1601-72 for FY 1975-76 (40,000 billed  
in June)

OK *[Signature]* 11/3/76

JV Schedule

(to be done by 10/31/76)

revised 10/29/76

&lt; &gt; = charge

	1601-35	1601-54	1601-69	1601-70	1601-72	1601-73
Balance (September Statement)	6,280	35,600 <sup>1</sup>	<3,000> <sup>2</sup>	10,600	<11,000> <sup>3</sup>	21,780
1) Computing Center charges (JV)	<3,000>		3,000			
2) Computing Center charges (JV)	<3,000>				3,000	
3) Hospitality and other AC Meeting Costs to FAO/IBPGR x ½ Hersh Ticket/Travel to FAO/IBPGR					1,000 <sup>4</sup>	
					800	
4) Lord Salary McArthur Salary Overhead gain on above					<5,000>	5,000
					<2,000>	2,000
						2,000
5) Telephone Equipment costs (x ½)					1,780	<1,780>
6) Building Rental (space) (x 20%)					3,120	<3,120>
7) Bailey Travel Gruidel Travel				<970>	970	
					290	<290>
8) Air conditioner				<250>	250	
9) ADP/Computing Center					4,990	<4,990>
10) Conference/Hospitality					1,800	<1,800>
JV TOTAL	<6,000>		<3,000>	<1,220>	11,000 credit	<2,980>
Balances	280 return to USAID	35,600	-0-	9,380	-0-	18,800

BILL FAO \$1,800

<sup>1</sup> + 8,000 Computing Center recharge 1977<sup>2</sup> Not confirmed - possibly lower<sup>3</sup> Projected all expenditures than 12/31<sup>4</sup> Approximate

OK YNH  
11/2/76

EXPENDITURE PROJECTIONS THROUGH 12/31/76 - SEPTEMBER 30, 1976

1601-70 CODEVINTEC

- none projected -

Summary (budget \$17,850)

- <u>EXPENDITURES THROUGH SEPTEMBER 30</u> (per September Statement)		\$5,800
- <u>ADDITIONAL COMMITMENTS</u> (through 10/29/76 per ledger)		
Salaries (McArthur)	\$680	
Electrical Work	200	
Overhead	570	
		<u>\$1,450</u>
- <u>JV'S TO ADJUST SEPTEMBER BALANCE</u> (see JV schedule)		+ 1,220
	expenditures and encumbrances to date =	\$ 8,470
- <u>PROJECTED EXPENDITURES</u> (through 12/31/76)		<u>-0-</u>
projected total expenditures through 12/31/76		\$ 8,470
less budget total		<u>- 17,850</u>
projected balance 12/31/76		<u><u>\$ 9,380</u></u>

*OIC Harkfel*  
11/7/76

EXPENDITURE PROJECTIONS THROUGH 12/31/76 - SEPTEMBER 30, 1976

1601-73 IBM

MTS MINI CONSULTANT (Budget) (Snyder) \$2,200

Summary (Budget \$40,000)

-	<u>EXPENDITURES THROUGH SEPTEMBER 30</u> (per September Statement)		\$14,085
-	<u>ADDITIONAL COMMITMENTS</u> (through 10/29/76 per ledger)		
	Salaries	\$ 600	
	Saxon Copier	3,365	
	Overhead	170	
			\$ 4,135
-	<u>JV'S TO ADJUST SEPTEMBER BALANCE</u> (see JV breakdown)		+ 2,980
-	<u>PROJECTED EXPENDITURES</u> (through 12/31/76) Snyder	expenditures and encumbrances to date	\$21,200
			<u>2,200</u>
	projected total expenditures		\$23,400
	less budget total		- 40,000
	projected balance 12/31/76		<u><u>\$16,600</u></u>

OK [Signature]  
11/3/76

EXPENDITURE PROJECTIONS THROUGH 12/31/76 - SEPTEMBER 30, 1976

1601-54 USDA

TRAVEL (outstanding to clear)	\$ 1,500
TRAVEL (additional)	3,000
COMPUTING CENTER (OCT.-DEC. 1976)	10,000
SUPPLIES AND EXPENSES (phone, mailing, misc.)	<u>1,100</u>
	\$15,600

Summary (Budget \$50,000)

- <u>EXPENDITURES THROUGH SEPTEMBER 30</u> (per September Statement)	\$5,460
- <u>ADDITIONAL COMMITMENTS</u> (through 10/29/76 per ledger)	
Salaries	\$1,800
Supplies and Expense	6,630
Overhead	<u>510</u>
	\$8,940
- <u>JV'S TO ADJUST SEPTEMBER BALANCE</u> (see JV schedule)	<u>-0-</u>
	Expenditures and Encumbrances to date = \$14,400
- <u>PROJECTED EXPENDITURES</u> (through 12/31/76: detail above)	<u>15,600</u>
projected total expenditures through 12/31/76	\$30,000
less budget total	- 50,000
projected balance 12/31/76	<u><u>\$20,000</u></u>

ok *[Signature]*  
11/3/76

EXPENDITURES/PROJECTION SUMMARY - THROUGH 12/31/76

1601-72 (Budget \$405,000)

-	<u>EXPENDITURES THROUGH SEPTEMBER 30</u> (per September Statement)		\$324,850
-	<u>ADDITIONAL COMMITMENTS</u> (through 10/29/76 per ledger)		
	Salaries	\$ 2,520	
	Supplies and Expense	3,150	
	Overhead through 12/31 (see below)	-	
			\$ 5,670
-	<u>JV'S TO ADJUST SEPTEMBER BALANCE</u> (see JV schedule)		- 10,970
		Expenditures and	\$319,550
-	<u>PROJECTED EXPENDITURES</u> (through 12/31/76)	Encumbrances to date	
	Salaries	\$69,000	
	Benefits	4,180	
	Supplies and Expense	4,550	
	Space Costs	3,900	
	Overhead	3,820	
			85,450
	projected total expenditures through 12/31/76		\$405,000
	less budget total		- 405,000
	projected balance 12/31/76		<u>-0-</u>

*OIC J. J. W. H. L.*  
11/2/76

EXPENDITURE PROJECTIONS THROUGH 12/31/76 - SEPTEMBER 30, 1976

1601-72 GRCIDS IV

Salaries (see breakdown)	\$69,000
TIAA (Rogers) (7% x 4,000)	280
PERA (salary base = 36,500 x 10.64%)	<u>3,900</u>
	\$73,180
Supplies and Expense	
Communications (phone, mailing, etc.)	\$ 2,000
Travel	-0-
Office Supplies	750
Data Processing Supplies	500
Office Equipment Rental	-0-
Data Processing Equipment Rent	200
Hospitality/Conference	-0-
Building Improvements/Furniture	300
Copying and Printing	<u>800</u>
	\$ 4,550
Space Costs (Building Rental) (3 mos. x \$1,300)	3,900
Overhead	<u>3,820</u>
total projected expenditures through 12/31/76	<u><u>\$85,450</u></u>

OK *[Signature]*  
11/3/76

## 1601-72 GRCIDS IV

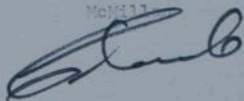
## STAFF SALARY BREAKDOWN

Name	* PERA	Monthly Commitment	Oct.-Dec. 1976 Total
D. Rogers	TIAA	\$1,332	\$3,996
G. Hersh		1,800	5,400
J. April		1,800	5,400
K. Rawal		1,600	4,800
A. Shafton	*	1,306	3,918
G. Von Borstell	*	764	2,292
M. Snyder	*	1,306 (x 2) Nov. & Dec. 1,244 (x 1) - Oct.	3,856
D. Emery		908 (x 4 mos.)	3,632
G. Metcalf	*	864	2,592
L. Vincent	*	864 (x 2) Oct. & Nov. 1,000 Dec.	2,728
J. Hanley	*	2,025	6,075
M. Bailey	*	1,588	4,764
D. Watt	*	1,244 (x 2) Nov. & Dec.	2,488
V. Kallal		750	2,250
B. Sim		1,250	3,750
S. Wilson	*	750	2,250
R. Sellers	*	711	2,133
S. Higgins	*	598	1,794
S. Evans	*	2.91/hr. = 505/mo.	1,515
J. Fahey		2.53/hr. = 440/mo. (½ time)	660
W. Boyd		227	681
Work Study		-NONE-	-0-
J. Snow (Contract)		1,900 (Contract total)	<u>1,900</u>
		TIAA Totals	\$ 4,000
		Other Non-PERA	<u>28,500</u>
		Total Non-PERA	\$32,500
		Total PERA	<u>36,500</u>
		Total Salaries	\$69,000
<u>Benefits</u>			
TIAA (7% x 4,000)		\$ 280	
PERA (Base Sal. = 36,500 x 10.64%)		3,900	
Insurance		<u>-0-</u>	
		Total Benefits	<u>4,180</u>
Grand Total - Benefits and Salaries			<u>\$73,180</u>

Dave:

The guys at 1229 Univ. say they delivered one like this to your office the day you returned from Japan. Must have gotten misplaced. In any event, this is the document you wanted, I believe. If not...let me know.

McMill

A handwritten signature in black ink, appearing to read 'McMill', written in a cursive style.

## IS/GRP STATEMENT OF ACCOUNTS - SEPTEMBER 30, 1976\*

Account No./Title	Budget	Expenditures and Encumbrances to Date	Expenditures Projected Through 12/31	Balance
1601-35/USAID	\$ 25,000	\$ 24,720 <sup>1</sup>	\$ 280 to USAID	-0-
1601-54/USDA	50,000	14,400	15,600	\$20,000
1601-69/GRCIDS III	237,000	237,000	-0-	-0-
1601-70/CODEVINTEC	17,850	8,470	-0-	9,380
1601-72/GRCIDS IV	405,000	319,550	85,450	-0-
1601-73/IBM	40,000	21,200	2,200	16,600

\*Based on September 1976 Project Director Statements, ledger, and JV's submitted through October 31, 1976.

<sup>1</sup>Includes \$3,000 in charges (Computing Center) moved to zero out 1601-69  
3,000 in Computing Center charges from 1601-72 for FY 1975-76 (40,000 billed in June)

CL JPH/L 11/3/76

JV Schedule

(to be done by 10/31/76)

revised 10/29/76

&lt; &gt; = charge

	1601-35	1601-54	1601-69	1601-70	1601-72	1601-73
Balance (September Statement)	6,280	35,600 <sup>1</sup>	<3,000> <sup>2</sup>	10,600	<11,000> <sup>3</sup>	21,780
1) Computing Center charges (JV)	<3,000>		3,000			
2) Computing Center charges (JV)	<3,000>				3,000	
3) Hospitality and other AC Meeting Costs to FAO/IBPGR x ½ Hersh Ticket/Travel to FAO/IBPGR					1,000 <sup>4</sup>	
					800	
4) Lord Salary					<5,000>	5,000
McArthur Salary					<2,000>	2,000
Overhead gain on above						2,000
5) Telephone Equipment costs (x ½)					1,780	<1,780>
6) Building Rental (space) (x 20%)					3,120	<3,120>
7) Bailey Travel				<970>	970	
Gruidel Travel					290	<290>
8) Air conditioner				<250>	250	
9) ADP/Computing Center					4,990	<4,990>
10) Conference/Hospitality					1,800	<1,800>
JV TOTAL	<6,000>		<3,000>	<1,220>	11,000 credit	<2,980>
Balances	280	35,600	-0-	9,380	-0-	18,800
	return to USAID					

BILL FAO \$1,800

<sup>1</sup>+ 8,000 Computing Center recharge 1977<sup>2</sup>Not confirmed - possibly lower<sup>3</sup>Projected all expenditures than 12/31<sup>4</sup>ApproximateG. L. J. H. H.  
1/17.

EXPENDITURE PROJECTIONS THROUGH 12/31/76 - SEPTEMBER 30, 1976

1601-70 CODEVINTEC

- none projected -

Summary (budget \$17,850)

- <u>EXPENDITURES THROUGH SEPTEMBER 30</u> (per September Statement)		\$5,800
- <u>ADDITIONAL COMMITMENTS</u> (through 10/29/76 per ledger)		
Salaries (McArthur)	\$680	
Electrical Work	200	
Overhead	570	
		<u>\$1,450</u>
- <u>JV'S TO ADJUST SEPTEMBER BALANCE</u> (see JV schedule)		+ 1,220
	expenditures and encumbrances to date =	\$ 8,470
- <u>PROJECTED EXPENDITURES</u> (through 12/31/76)		<u>-0-</u>
projected total expenditures through 12/31/76		\$ 8,470
less budget total		<u>- 17,850</u>
projected balance 12/31/76		<u><u>\$ 9,380</u></u>

*OK H. K. Klein  
11/2/76*

EXPENDITURE PROJECTIONS THROUGH 12/31/76 - SEPTEMBER 30, 1976

1601-73 IBM

MTS MINI CONSULTANT (Budget) (Snyder) \$2,200

Summary (Budget \$40,000)

- <u>EXPENDITURES THROUGH SEPTEMBER 30</u> (per September Statement)		\$14,085	
- <u>ADDITIONAL COMMITMENTS</u> (through 10/29/76 per ledger)			
Salaries	\$ 600		
Saxon Copier	3,365		
Overhead	170		
		\$ 4,135	
- <u>JV'S TO ADJUST SEPTEMBER BALANCE</u> (see JV breakdown)		+ 2,980	
	expenditures and		\$21,200
- <u>PROJECTED EXPENDITURES</u> (through 12/31/76)	encumbrances to date		
Snyder			<u>2,200</u>
projected total expenditures			\$23,400
less budget total			<u>- 40,000</u>
projected balance 12/31/76			<u><u>\$16,600</u></u>

OK *Amish*  
11/31/76

EXPENDITURE PROJECTIONS THROUGH 12/31/76 - SEPTEMBER 30, 1976

1601-54 USDA

TRAVEL (outstanding to clear)	\$ 1,500
TRAVEL (additional)	3,000
COMPUTING CENTER (OCT.-DEC. 1976)	10,000
SUPPLIES AND EXPENSES (phone, mailing, misc.)	<u>1,100</u>
	\$15,600

Summary (Budget \$50,000)

- <u>EXPENDITURES THROUGH SEPTEMBER 30</u> (per September Statement)	\$5,460
- <u>ADDITIONAL COMMITMENTS</u> (through 10/29/76 per ledger)	
Salaries	\$1,800
Supplies and Expense	6,630
Overhead	<u>510</u>
	\$8,940
- <u>JV'S TO ADJUST SEPTEMBER BALANCE</u> (see JV schedule)	<u>-0-</u>
	Expenditures and
	Encumbrances to date = \$14,400
- <u>PROJECTED EXPENDITURES</u> (through 12/31/76: detail above)	<u>15,600</u>
projected total expenditures through 12/31/76	\$30,000
less budget total	- <u>50,000</u>
projected balance 12/31/76	<u><u>\$20,000</u></u>

ok [signature]  
11/31/76

EXPENDITURES/PROJECTION SUMMARY - THROUGH 12/31/76

1601-72 (Budget \$405,000)

-	<u>EXPENDITURES THROUGH SEPTEMBER 30</u> (per September Statement)		\$324,850
-	<u>ADDITIONAL COMMITMENTS</u> (through 10/29/76 per ledger)		
	Salaries	\$ 2,520	
	Supplies and Expense	3,150	
	Overhead through 12/31 (see below)	-	
			\$ 5,670
-	<u>JV'S TO ADJUST SEPTEMBER BALANCE</u> (see JV schedule)		<u>- 10,970</u>
		Expenditures and	\$319,550
		Encumbrances to date	
-	<u>PROJECTED EXPENDITURES</u> (through 12/31/76)		
	Salaries	\$69,000	
	Benefits	4,180	
	Supplies and Expense	4,550	
	Space Costs	3,900	
	Overhead	3,820	
			<u>85,450</u>
	projected total expenditures through 12/31/76		<u>\$405,000</u>
	less budget total		<u>- 405,000</u>
	projected balance 12/31/76		<u><u>-0-</u></u>

*cc [unclear]  
11/7/76*

EXPENDITURE PROJECTIONS THROUGH 12/31/76 - SEPTEMBER 30, 1976

1601-72 GRCIDS IV

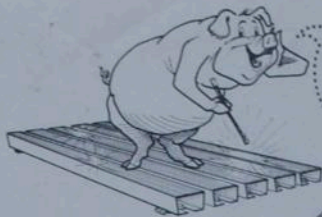
Salaries (see breakdown)	\$69,000
TIAA (Rogers) (7% x 4,000)	280
PERA (salary base = 36,500 x 10.64%)	<u>3,900</u>
	\$73,180
Supplies and Expense	
Communications (phone, mailing, etc.)	\$ 2,000
Travel	-0-
Office Supplies	750
Data Processing Supplies	500
Office Equipment Rental	-0-
Data Processing Equipment Rent	200
Hospitality/Conference	-0-
Building Improvements/Furniture	300
Copying and Printing	<u>800</u>
	\$ 4,550.
Space Costs (Building Rental) (3 mos. x \$1,300)	3,900
Overhead	<u>3,820</u>
total projected expenditures through 12/31/76	<u><u>\$85,450</u></u>

*OK 4/24/76  
11/21/76*

1601-72 GRCIDS IV

## STAFF SALARY BREAKDOWN

<u>Name</u>	<u>PERA</u>	<u>Monthly Commitment</u>	<u>Oct.-Dec. 1976 Total</u>
D. Rogers	TIAA	\$1,332	\$3,996
G. Hersh		1,800	5,400
J. April		1,800	5,400
K. Rawal		1,600	4,800
A. Shafton	*	1,306	3,918
G. Von Borstell	*	764	2,292
M. Snyder	*	1,306 (x 2) Nov. & Dec. 1,244 (x 1) - Oct.	3,856
D. Emery		908 (x 4 mos.)	3,632
G. Metcalf	*	864	2,592
L. Vincent	*	864 (x 2) Oct. & Nov. 1,000 Dec.	2,728
J. Hanley	*	2,025	6,075
M. Bailey	*	1,588	4,764
D. Watt	*	1,244 (x 2) Nov. & Dec.	2,488
V. Kallal		750	2,250
B. Sim		1,250	3,750
S. Wilson	*	750	2,250
R. Sellers	*	711	2,133
S. Higgins	*	598	1,794
S. Evans	*	2.91/hr. = 505/mo.	1,515
J. Fahey		2.53/hr. = 440/mo. (½ time)	660
W. Boyd		227	681
Work Study		-NONE-	-0-
J. Snow (Contract)		1,900 (Contract total)	<u>1,900</u>
		TIAA Totals	\$ 4,000
		Other Non-PERA	<u>28,500</u>
		Total Non-PERA	\$32,500
		Total PERA	<u>36,500</u>
		Total Salaries	\$69,000
<u>Benefits</u>			
TIAA (7% x 4,000)		\$ 280	
PERA (Base Sal. = 36,500 x 10.64%)		3,900	
Insurance		<u>-0-</u>	
		Total Benefits	<u>4,180</u>
Grand Total - Benefits and Salaries			<u>\$73,180</u>



Alcoa  
**Sooey-Slats**

for swine farrowing,  
nursing and finishing

5/27/76

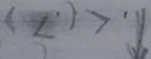
DJR

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the figures presented  
through end of  
year

notes -

Harris & Snow



(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
AIC Ref Number	AIC NAME	Δ (5-4)	1977 TL Proj	1976 GRIDS/Budget	1976 TL <sup>cost only</sup> <sub>1975</sub>	Δ (5-6)	PERA BASE	NOTES		
-2A	GNA	(2980)	25,540	22,560	21,600	960	⊖			
-2B	JEA	(2980)	25,540	22,560	21,600	960	⊖			
3	JRH	(1000)	24,000	23,000	17,840	5160	17,840		see FAO form 6000	
4	KR	(1350)	20,350	19,000	19,200	(200)	⊖			
5	open (PCA)	(5500)	22,500	17,000	-0-	17000	⊖		prob. for 1977	
6	ALS	(2500)	16,500	14,000	14,535	(535)	5225			
7	open (Table)	11000	-0-	11,000	4145	6855	-			
8	BAS	(4500)	15,500	11,000	13,500	(2500)	-			
9	LVM	(1285)	11285	10,000	6995	3005	1728			
10	GVB	(1200)	9200	8,000	9100	(1100)	9100			
11	open (doc)	8000	-0-	8,000	2550	5450	2550			
12	Open (KRS)	4000	-0-	4,000	-0-	4000	-			
→ 13	Open (UP)	-0-	6750	6,750	-0-	6750	-0-		transfer to consultants Bt to 1976, 1977 Payment by BRI =	
14	MS	(7500)	16,500	9,000	13,810	(7500)	5224		Comp charge I am	
15	GMAC	(220)	2250	2020	4180	(2150)	-		Comp charge I am	
16	DE	2370	-0-	2370	6600	(4230)	-		Comp charge I am	
17	MB	(2650)	20,150	17500	17,255	245	13,400			
18	RB	(2400)	15,600	13200	13,895	(695)	4975			
19	JB	(2345)	11,345	9000	9425	(425)	9425			
20	- JS	200	7000	7200	7655	(455)	2520			
21	HF/	-0-	-0-	7000	1245	5755	1245			
22	RS	(8900)	8900	-0-	6830	(6830)	6830			
23	- Gmetrolf	(11895)	11895	-0-	9055	(9055)	7655			
24	SH BIRD	(7578)	7578	-0-	4430	(4430)	4430		with photo scan	
25	- Slave Worker	(6000)	6000	-0-	5690	(5690)	-		Program Acct	
	consultants			-0-	10000	(10000)			in 1977	
	Other Client	(1000)	1000	1000	1000	(1000)				
	Unit Study	(140)	600	460	500	(40)				

CIPS

Balance  
8(a) Budget  
9

Δ

10

11

## COMMUNIC.

fixed telephone ~~annuity~~ 8800  
 variable tele (325/mth \* 3900) ✓  
 cable 450/m 5400 ✓  
 mail 150/m 1800

CALW  
 9300  
 9000

1800 ✓

11,100 (2300)  
~~11,300 (2500)~~ flex

5442.50  
 exp 3000 4300  
 3500  
 4000 con

- 0 -  
 -5000 (~~5000~~) flex

✓ (3500) fixed

## Travel

32,000 23,200  
 + 2500  
 25,850

7800  
~~2000~~  
~~6000~~

## Computers

40000

Comp CTR  
 APP

40,000 41,500 (1500)  
 - 0 - 2000 (2000)

## various office exp

11,650

office sup 1900  
 op sup 200  
 off sup cont → 105 1250  
 op sup mat 2500 + 6000 1200  
 use material - 0 -  
 conf/health 1700 - 1200 500  
 office furn 3100 + 900  
 SAS, TAPES, Stone etc, other sup, 1200  
 netbill  
 elec. cont, ducts

4400  
~~2000 1500 1000~~  
 1250  
 ✓ 3500  
 0  
 1500  
 5000 ✓ (3000)

## copy/print

Copies \$36/ho

5,600

~~16,750~~ (~~5700~~) Done  
 14,650

5000 600 (8200)

## space

(base)

improve

15,600

15,600 (000)

→ (16,100) 18,000

elec  
 repairs  
 chair  
 nuts

PERSONNEL + COM + RE

5250 5250

(13500)

TO: Jim Snow  
FROM: Gil Hersh  
RE: Authorization for fiscal paper and expenses  
DATE: 16 March 1976

This memo supersedes any previous memos that we may have on this subject. Further, this memo applies to all current Taximetrics Laboratory accounts.

In general, all fiscal paper in the Laboratory for commitments over \$100 should be signed by me. This includes my initialing of all staff and faculty appointment forms, although they should be signed in full by Dave.

In my absence, Jay should take on this signatorial responsibility and Dave should be last on this list.

With respect to travel, the following should be the rule:

a. Travel Advances. Travel Advances for all staff should be approved first by Jay with his initials in the position for approval, and then by me, with a full signature, authorizing the travel advance. The exceptions are the following staff members: April, Hersh and Rogers. April's travel advance can be approved by me or Dave; my travel advance can be approved by Dave or by Vice Chancellor Lipetz or an acting Dean of the Graduate School; Dave's travel advance can be approved by me or Dean Lipetz or an acting Dean of the Graduate School.

b. Travel Expense Vouchers. Travel expense vouchers for all staff except Dave, me and Jay should be initialed by Jay and then signed by me for payment. Jay's travel expense voucher can be signed by me or Dave; my travel expense voucher can be signed by Dave or Vice Chancellor Lipetz (or an acting Dean); Dave's travel expense voucher can solely be signed by Vice Chancellor Lipetz or an acting Dean of the Graduate School.

As suggested in the past, you are to use my signature on all amounts under \$100 with your initials behind that signature. If there are any questions, you can discuss those authorizations with either Jay, Dave or myself.

cc: Jay, Dave, Bev

## SUMMARY OF MONTHLY STATEMENT OF ACCOUNT

GRCIOS IV

Salary Schedule

ACCOUNT NO. 1601-72

MONTH April 1976 (4/21/76)

CATEGORIES	<del>Jan 1976</del> 1976 +52	BUDGET	MONTHLY EXPENDITURES	EXPENDITURES TO DATE (Total)	ENCUMBRANCES	TOTAL COMMITTED (w/ Encumbrances)	BALANCE	
OGERS	1250/1313	17,360		3,750	11,628	15,378	1,982	
ERSH	1800/1890	22,560		5,400	16,740	22,140	420	
PRIL	1800/1890	22,560		5,400	16,740	22,140	420	
AWAH	1600/1680	19,080		4,800	14,880	19,680	<680>	
open)		17,000		0	-	15,534*	1,466	
HAPTON	1158/1216	14,000	}	11,920		14,244	<244>	
IN BORSTELL	660/693	8,000				8,118	<118>	
SELWERT	660/693	8,000				2,608.	5,392 <sup>vac</sup>	
INWIER	1103/1158	9,000				13,566	<4,566>	
MARTHUR	240 (1st)	2,030				2,030	0	
ZIMERY	440 (1st)	2,370				2,370	0	
open) <sup>performance</sup>	-	6,750				-	6,750 <sup>vac</sup>	
open) <sup>outstanding</sup>	-	4,000				-	4,000 <sup>vac</sup>	
ETCHALE	823/864	0				831.	8,484	<8,484>
INLEY	1982/2081	23,000			}	8,167		18,432
HLEY	1351/1403	17,500		16,494			1,006	
ORSUK	1103/1158	13,200		13,566			<366>	
SELNER	823/864	0		10,122			<10,122>	

\* SR. SYST. ANTH. = head Shortt's group

Galaxy School (cont'd)

SUMMARY OF MONTHLY STATEMENT OF ACCOUNT

GRCIOS IV

ACCOUNT NO. 1601-72

MONTH April 1976 (4/21/76)

REGIES	CLASS	BUDGET	MONTHLY EXPENDITURES	EXPENDITURES TO DATE (book)	ENCUMBRANCES	TOTAL COMMITTED (+/- EXPENSES)	BALANCE	
SIM	1000 / 1050	11,000		3000	9,300	12,300	<1,300>	
(open)	-	10,000		0	-	-	10,000	
BISHOP	693 / 728	9,000	}	}	}	8,526	474	
PELLAY	307 / 4/15/76	7,000				1,075	5,925	
SELLERS	557 / 585	0				4,143	6,967	<6,967>
AZENEDO								
GREER					est 558	est 837	<837>	
NICHOLSON								
WORK/STUDY	-	460		162	est 324	est 486	est <26>	
Downey	} w/s							
Hernandez								
Saldin								
WITZ	952 / 1000	11,000	}	}	}	4,284	6,716	
NEWS	585 / 614	7,200				3,880	7,194	6
		261,990		51,453		246,575	15,415	

Summary  
all exp

SUMMARY OF MONTHLY STATEMENT OF ACCOUNT

ACCOUNT NO. \_\_\_\_\_

MONTH 5/7/76

CATEGORIES	CLASS	BUDGET	MONTHLY EXPENDITURES	EXPENDITURES TO DATE	ENCUMBRANCES TO DATE	COMMITTED	BALANCE
1601-69 GARDENS III	actual 12/31/75	237,000	Ⓐ Salaries Ⓑ oper expase.	148,605.66 93,906.39	} 242,512.05	}	← 5,508.05 → <sup>credit</sup>
1601-35 USAID	actual 3/30/76	24,935	Sal/Dir Costs	14,719.16			
1601-70 COORDINATOR	continuing	17,850	Sal/Dir Costs	4,031.66	4,031.66		13,818.34
1601-72 GARDENS III	actual 12/31/75	405,000	Ⓐ Salaries Ⓑ oper expase.	54,716.57 43,298.87	} 98,015.44	}	306,984.56
1601-73 IBM	continuing	40,000	Sal/Dir Costs	896.80			
1601-74 (Hawley) PPO	actual 3/30/76	6,000	Salary - J.R.H.	5,999.99	5,999.99		.01
1602-15 USERS		-	INCOME	512.50		+contract	512.50
		730,789			366,175.10	10,000 benefits 246,575.00 26,265.00 12,000.00 6,750.00	43,000.00
1602-76 cleaning		3,600	AC meeting	3,600		supplies which should not purchase 15,000 10,000	-0-