



Education and Housing Equity Project Records.

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Augsburg College Key Receipt Agreement

Key Description	Building	For Office Use	
		File	Level
OUTSIDE/BLDG. DOOR	EAST HALL	005	

Key Authorization (signature)

Richard C. Little 56753

Print Key Holder Name

DICK LITTLE ¹⁵⁰⁵

Department of Key Holder

EHEP .81300

I agree to immediately report the loss of this key to the Plant Services Office, and understand that this key is not to be wrongfully used or duplicated. By accepting this key, I acknowledge my responsibility for all property and/or records secured by the lock operated by this key. I will not transfer this key to any other person and will surrender it to the Plant Services Office when I end my employment with the College or move to another campus location.

I understand that fees for lost or unreturned keys will be assessed according to policies in effect and published in the Faculty and Staff Handbooks. The employee's department is responsible for all rekey costs.

I have read the above conditions and agree to abide by the College policies and procedures.

X Key Holder Signature (upon receipt of key)

~~*Richard C. Little*~~
Richard C. Little

X Date Key Received

2/10/99

White - Buildings and Grounds

Yellow- Key Holder

Augsburg College Key Receipt Agreement

Key Description	Building	For Office Use	
		File	Level
OFFICE DOOR	EAST HALL	505	

Key Authorization (signature)

Richard C. Little

505/15

Print Key Holder Name

DICK LITTLE

Department of Key Holder

EHEP 81300

I agree to immediately report the loss of this key to the Plant Services Office, and understand that this key is not to be wrongfully used or duplicated. By accepting this key, I acknowledge my responsibility for all property and/or records secured by the lock operated by this key. I will not transfer this key to any other person and will surrender it to the Plant Services Office when I end my employment with the College or move to another campus location.

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I have read the above conditions and agree to abide by the College policies and procedures.

X Key Holder Signature (upon receipt of key)

Richard C. Little

X Date Key Received

2/10/99

White - Buildings and Grounds

Yellow - Key Holder

Augsburg College Key Receipt Agreement

Key Description	Building	For Office Use	
		File	Level
outside door	East Hall	907/52	

Key Authorization (signature)

Richard C. Little

Print Key Holder Name

Pamela JEWSON ¹⁵⁰⁵

Department of Key Holder

EHLP 00813

I agree to immediately report the loss of this key to the Plant Services Office, and understand that this key is not to be wrongfully used or duplicated. By accepting this key, I acknowledge my responsibility for all property and/or records secured by the lock operated by this key. I will not transfer this key to any other person and will surrender it to the Plant Services Office when I end my employment with the College or move to another campus location.

I understand that fees for lost or unreturned keys will be assessed according to policies in effect and published in the Faculty and Staff Handbooks. The employee's department is responsible for all rekey costs.

I have read the above conditions and agree to abide by the College policies and procedures.

Key Holder Signature (upon receipt of key)

Pamela Jewson

Date Key Received

2/17/99

White - Buildings and Grounds

Yellow - Key Holder

Augsburg College Key Receipt Agreement

Key Description	Building	For Office Use	
		File	Level
office door	East Hall	505/16	

Key Authorization (signature)

Richard C. Little

Key Holder Name

Mela JEWSON

Department of Key Holder

HEP 00813

I agree to immediately report the loss of this key to the Plant Services Office, and understand that this key is not to be wrongfully used or duplicated. By accepting this key, I acknowledge my responsibility for all property and/or records secured by the lock operated by this key. I will not transfer this key to any other person and will surrender it to the Plant Services Office when I end my employment with the College or move to another campus location.

I understand that fees for lost or unreturned keys will be assessed according to policies in effect and published in the Faculty and Staff Handbooks. The employee's department is responsible for all rekey costs.

I have read the above conditions and agree to abide by the College policies and procedures.

Key Holder Signature (upon receipt of key)

Mela Jewson

Date Key Received

2/19/99

White - Buildings and Grounds

Yellow - Key Holder

Copy Request

Name DICK LITTLE

Department E.H.E.P. Phone x 1505

Dept. # 81300

Job Name CITIZENS SUMMIT

White Copy Center

Yellow Customer

Date Ordered 11 12 99

Time Ordered 8:45 : ____

Date DUE

Time Due ____ : ____

No ASAP! Use dates and times.

Job I.D. / C.E.R.T. # 11 12 0065

Number of ORIGINAL PAGES 31

Copy Center

1 Sided 2 Sided As-Is

All jobs will be run on 20# basic white stock unless otherwise requested.

Please make this many SETS 25

Paper Size

- 8.5x11 Letter
- 8.5x14 Legal
- 11x17 Ledger

Special Stock

- Pastel 20#
- Astrobright 60#
- Offset Opaque 60#
- Royal Fiber 70# Text
- Linen 70# Text
- 90# Index
- 65# Astrobright Cover
- 67# Bristol Cover
- Tabs 5 bank standard
- Labels
- Transparency
- Letterhead
- Carbonless 1 2 3 4
- SPECIAL / ORDERED

Finishing

- Collate & Staple
- Collate, NO Staple
- Uncollated
- Saddle Staple
- Laminate
- GBC binding
- Velo binding
- Thermal Tape Binding
- Cut ____ X ____
- Drilling 1 2 3

as needed

Folding

- In half
- In half / In half
- Tri-fold head out (standard)
- Tri-fold head in

Color Laser Copy

- 8.5x11 24#
- 11x17 24#
- Transparency
- 8.5x11 60# Cover
- 11x17 60# Cover

Padding

- ____ Pads
- ____ sheets per pad
- White glue
- Red glue

BILLING USE ONLY

Service	Qty
Copies	23.25
Staples	5.50
<hr/>	
	28.75

ENTERED _____

Special Instructions

Graphic Center Copy/Print Ticket

QC:

Job # 9/22/151

Person submitting order:

DICK LITTLE Phone #

Today's Date 9-22-95 Time 4:30

Date Needed ASAP Time

Dept. EHEP Dept. # 81300

(EDUCATION & HOUSING EQUITY PROJ)

Title of Job Being Duplicated:

P. MATERIALS & BACKGROUND INFO.
FOR COMMUNITY CIRCLES DIALOGUES
 # of Originals (each side is an original)

of copies per Original

Make 1 sided Make 2 sided As is

Paper Size: 8.5x11 8.5x14 11x17

Paper Type: Bond Linen Letterhead
 Cardstock Other

Paper Color:

- Copy
- Color Copy
- Collate
- Staple
- Fold (Type) →
- Cut
- Pad
- 3 Hole Drill
- GBC Bind
- Laminate
- Hand Placed Copy
- Misc.

Graphic Center Use Only		E M P L O Y E E I N I T I A L S
\$	-----	
\$	-----	
\$	-----	
\$	-----	
\$	-----	
\$	-----	
\$	-----	
\$	-----	
\$	-----	
\$	-----	
\$	-----	
Total →	\$ <u>47.90</u>	

Special Instructions:

Person submitting order:

Dept.

Guidelines for completion by "Date Needed"

These are estimates only and are based on a normal copying workload at the time of your order. If you follow these guidelines and your copy order cannot be completed by the time listed on your job ticket, the Graphic Center will try to contact you at the phone number listed on your order form. Extra time to complete your order is always appreciated and will allow us to work more efficiently. Thanks for your planning!

Copying (less than 300 copies total) - 1 full working day

Copying (more than 300 copies total) - 2 full working days*

Envelopes (Business Reply, Invitation, etc.) - 3 - 6 weeks

Lamination - 1 full working day

Bindery work (fold, cut, pad, drill, etc.) 1 working day per operation

Miscellaneous work (book copying, pasteup, delivery, etc.) - 1 working day per operation

*Please allow at least 3 days for larger jobs that you would like to have run on the offset press for additional savings.

Please, if you need copying work completed in less than 4 hours, use our "While You Wait" copying service or use a self service copier. We cannot guarantee that we will be able to complete your work or contact you within such a short time frame.

Graphic Center Copy/Print Ticket

QC: Job # 91221116

Person submitting order:

DICK LITTLE Phone # 1505 x 2

Today's Date 9/22/99 Time 11:35 AM

Date Needed 9/22/99 Time 3 PM

Dept. EHEP Dept. # 81300

(EDUCATION & HOUSING EQUITY PROJECT)

Title of Job Being Duplicated:

COMMUNITY CIRCLE BACKGROUND MATERIALS & METRO CITIZENS SUMMIT

8 # of Originals (each side is an original)

250 # of copies per Original

Make 1 sided Make 2 sided As is

Paper Size: 8.5x11 8.5x14 11x17

Paper Type: Bond Linen Letterhead

Cardstock Other as discussed

Paper Color: as discussed

- Copy
- Color Copy
- Collate
- Staple
- Fold (Type) → _____
- Cut
- Pad
- 3 Hole Drill
- GBC Bind
- Laminate
- Hand Placed Copy
- Misc. _____

Graphic Center Use Only		68.75	EMPLOYEE INITIALS
\$	<u>687.25</u>		
\$	-----		
\$	-----		
\$	<u>5.00</u>	5.00	
\$	-----		
\$	-----		
\$	-----		
\$	-----		
\$	<u>72.75</u>	72.75	
Total →		\$ <u>458.75</u>	

Special Instructions:

Person submitting order:

Dept.

Dick Little.

Guidelines for completion by "Date Needed"

These are estimates only and are based on a normal copying workload at the time of your order. If you follow these guidelines and your copy order cannot be completed by the time listed on your job ticket, the Graphic Center will try to contact you at the phone number listed on your order form. Extra time to complete your order is always appreciated and will allow us to work more efficiently. Thanks for your planning!

Copying (less than 300 copies total) - 1 full working day

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Miscellaneous work (book copying, pasteup, delivery, etc.) - 1 working day per operation

*Please allow at least 3 days for larger jobs that you would like to have run on the offset press for additional savings.

Please, if you need copying work completed in less than 4 hours, use our "While You Wait" copying service or use a self service copier. We cannot guarantee that we will be able to complete your work or contact you within such a short time frame.

Begin account: 1-80-00-81300-308-000 Selected status: Begin date: 3/01/99
End account: 1-80-00-81300-308-000 Ending date: 7/31/99
Account desc.: Agency Fund Balance
Beginning balance: 1,274.46
Posted balance: 300.68 Encumbered balance: .00
Unposted balance: 150.00 Free balance: 1,725.14-
Current Balance: 1,725.14

Account Number	Description	Date	Folio	Proj	Amount
1-80-00-81300-308-000	P 1ST CLS LTRS 46 Pieces	3/02/99	0044	0	19.58
1-80-00-81300-308-000	Envelopes/paper	3/15/99	0047	0	6.82
1-80-00-81300-308-000	P DAILY MAIL 18 Pieces	3/16/99	0070	0	25.74
1-80-00-81300-308-000	Xerox PAM	3/16/99	0013	0	10.71
1-80-00-81300-308-000	Xerox PAM	3/16/99	0014	0	16.68
1-80-00-81300-308-000	While you wait JEWSON	3/16/99	0043	0	13.00
1-80-00-81300-308-000	EDUCATION & HOUSING EQUITY PROJECT RENT	3/24/99	701	0	150.00
1-80-00-81300-308-000	P 1 Pieces	3/25/99	0048	0	1.65
1-80-00-81300-308-000	LONG DISTANCE FAXES MARCH	3/29/99	707	0	4.86
1-80-00-81300-308-000	P 2 Pieces	4/01/99	0058	0	5.06
1-80-00-81300-308-000	P DAILY MAIL 22 Pieces	4/12/99	0052	0	22.22
1-80-00-81300-308-000	P 2 Pieces	4/12/99	0073	0	6.20
1-80-00-81300-308-000	P 15 Pieces	4/14/99	0071	0	4.95
1-80-00-81300-308-000	RENT	4/20/99	762	0	150.00
1-80-00-81300-308-000	EDUCATION & HOUSING VARIOUS ITEMS	4/20/99	5031	0	3,557.63-
1-80-00-81300-308-000	LONG DISTANCE FAXES APRIL	4/30/99	761	0	4.07
1-80-00-81300-308-000	P 8 Pieces	5/04/99	0055	0	4.40
1-80-00-81300-308-000	P 11 Pieces	5/24/99	0005	0	3.63
1-80-00-81300-308-000	LONG DISTANCE MAY	5/26/99	832	0	.47
1-80-00-81300-308-000	LONG DISTANCE FAXES	5/26/99	832	0	2.42
1-80-00-81300-308-000	P 1ST CLS LTRS 131 Pieces	5/28/99	0077	0	43.23
1-80-00-81300-308-000	While you wait	5/28/99	0039	0	2.65
1-80-00-81300-308-000	custom sign and installation	5/30/99			160.00
	Vendor: Northern Lights Sign & Neon, I		AP 214396		
1-80-00-81300-308-000	RENT E&H EQUITY PROJECT	5/31/99	894	0	150.00
1-80-00-81300-308-000	POSTAGE DUE	5/31/99	953	0	.66
1-80-00-81300-308-000	P 1 Pieces	6/01/99	0035	0	1.65
1-80-00-81300-308-000	While you wait	6/01/99	0036	0	2.25
1-80-00-81300-308-000	P 22 Pieces	6/03/99	0007	0	7.26
1-80-00-81300-308-000	P 6 Pieces	6/04/99	0025	0	3.30
1-80-00-81300-308-000	P 4 Pieces	6/07/99	0022	0	2.20
1-80-00-81300-308-000	P 1 Pieces	6/08/99	0093	0	.55
1-80-00-81300-308-000	P 3 Pieces	6/09/99	0053	0	.99
1-80-00-81300-308-000	While you wait	6/09/99	0038	0	.68
1-80-00-81300-308-000		6/14/99			10.00
	Vendor: Barnes and Noble		AP 215111		
1-80-00-81300-308-000	P 1 Pieces	6/16/99	0006	0	.33
1-80-00-81300-308-000	P 2 Pieces	6/16/99	0028	0	3.08
1-80-00-81300-308-000	While you wait	6/18/99	0003	0	8.12
1-80-00-81300-308-000	Xerox LITTLE	6/22/99	0039	0	16.00
1-80-00-81300-308-000	supplies	6/29/99			7.92
	Vendor: Barnes and Noble		AP 215803		
1-80-00-81300-308-000	JUNE 29 PHONE SUPPORT	6/30/99	13	0	75.00
1-80-00-81300-308-000	JUNE LONG DISTANCE	6/30/99	19	0	1.38
1-80-00-81300-308-000	JUNE LONG DISTANCE FAXES	6/30/99	19	0	7.26
1-80-00-81300-308-000	RENT EHE PROJECT	6/30/99	24	0	150.00
1-80-00-81300-308-000	While you wait	7/15/99	0027	0	1.28
1-80-00-81300-308-000	LONG DISTANCE FAX JULY	7/28/99	31	0	1.43

QPADEV0178 BUWYFFR

+----- AUGSBURG COLLEGE-----+
G/L Inquiry by Account #

BUSJSS1 Page 2
17:09:31 7/29/99

Account Number	Description	Date	Folio	Proj	Amount
1-80-00-81300-308-000	JULY RENT E&HE PROJECT	7/28/99	37	0	150.00
Transaction Total:		46	Total Amount Shown:		2,297.95-

** END OF REPORT **

BUSJSS1B BUWYPPR

+----- AUGSBURG COLLEGE-----+
G/L Inquiry by Account #

BUSJSS1 Page 2
16:25:34 3/17/99

Account Number	Description	Date	Folio	Proj	Amount
1-80-00-81300-308-000	w/e 1-28-99	2/11/99			371.00
	Vendor: Marriott Food Service				
1-80-00-81300-308-000	Bookstore Charges Febraury 12, 1999	2/17/99			6.06
	Vendor: Barnes and Noble				
1-80-00-81300-308-000	P	2/18/99	0108		8.69
1-80-00-81300-308-000	TECH SUPPORT	2/19/99	624		140.00
1-80-00-81300-308-000	EDUCATION & HOUSING EQUITY PROJECT RENT	2/23/99	631		150.00
1-80-00-81300-308-000	P ADM.ASSISTANT	2/26/99	0005		287.43
1-80-00-81300-308-000	While you wait	2/26/99	0028		.34
1-80-00-81300-308-000	LONG DISTANCE FAXES FEBRUARY	2/28/99	652		2.48

Facilities Workshop

Transaction Total: 53 Total Amount Shown: 4,023.09

** END OF REPORT **

Account #	Account Description	1998	Little 1998	February	March	April	May	YTD Totals	
Assets									
1001	Cash	-5,320.82	-2,148.30	25,293.97	-215.78	-8,280.47	-3,938.51	12,859.21	5,390.09
1002	Petty Cash			50.00				50.00	
1003	Equipment	1,204.00						0.00	
Liabilities									
2001	Accounts Payable	-1,004.00				300.00		300.00	
2201	Federal Income Tax Withheld			-190.00	-35.00	-453.00	-167.00	-845.00	
2202	FICA Tax Withheld			-120.87	-26.58	-302.94	-114.94	-565.33	
2203	EFICA Tax Withheld			-120.87	-26.58	-302.93	-114.94	-565.32	
2204	State Income Tax Withheld			-88.00	-17.00	-200.00	-75.00	-380.00	
Capital									
3001	Fund Balance			-10,565.25				-10,565.25	
Revenue									
4001	Grants			-16,100.00				-16,100.00	
Expenses									
5001	5001 Office Supplies	127.00	401.81	101.65	16.95	65.66	116.28	300.54	
5204	5001 Consulting	2,315.00						0.00	
5002	5002 Telephone/Fax	436.26				206.40	119.70	326.10	
5003	5003 Postage	95.52	239.39			695.31	167.86	863.17	
5004	5004 Copying	62.31				555.20		555.20	
5005	5005 Printing						50.30	50.30	
5006	5006 Publications		24.50				25.08	25.08	
5007	5007 Equipment		337.07				85.54	85.54	
5008	5008 Dues, Fees, Registration		60.00			25.00		25.00	
5009	5009 Conferences and Meetings	55.50	67.14			451.00	45.50	496.50	
5010	5010 Travel		7.35				43.10	43.10	
5011	5011 Mileage	70.10						0.00	
5012	5012 Miscellaneous	136.80	21.25					0.00	
5013	5013 Office Rental	600.00				450.00		450.00	
5014	5014 Insurance							0.00	
5015	5015 Staff Development	185.00					360.00	360.00	
5201	5201 Director Salary			1,000.00		4,000.00	1,000.00	6,000.00	
5202	5202 Clerical Salary			580.00	347.50	1,437.50	502.50	2,867.50	
5203	5203 Accounting Services	250.00				450.00		450.00	
5210	5204 EFICA Expenses			120.87	26.58	450.39	114.94	712.78	
5211	5205 State Unemployment Insurance						3.86	3.86	
5301	5301 Program Training Events					330.00	670.00	1,000.00	
5302	Program Printing	787.33	989.79	38.50	-70.09	122.88	1,105.73	1,197.02	
		0.00	0.00	0.00	0.00	0.00	0.00	15,811.69	

Begin account: 1-80-00-81300-308-000 Selected status: Begin date: 6/01/98
 End account: 1-80-00-81300-308-000 Ending date: 2/28/99
 Account desc.: Agency Fund Balance
 Beginning balance: .00
 Posted balance: 4,115.62 Encumbered balance: .00
 Unposted balance: .00 Free balance: 4,115.62-
 Current Balance: 4,115.62

Account Number	Description	Date	Folio	Proj	Amount
1-80-00-81300-308-000	* DICK MILLER PHONE	8/28/98	93		82.97
1-80-00-81300-308-000	EDUCATION & HOUSING EQUITY PROJECT RENT	9/21/98	141		150.00 <i>1/2 Month</i>
1-80-00-81300-308-000	LONG DISTANCE SEPTEMBER	9/28/98	155		.70
1-80-00-81300-308-000	LONG DISTANCE CREDIT	9/30/98	193		.70-
1-80-00-81300-308-000	PARKING PERMITS	9/30/98	193		136.80
1-80-00-81300-308-000	Auditron AMY	10/07/98		0059	10.50
1-80-00-81300-308-000	EDUCATION HOUSING EQUITY PROJECT RENT	10/09/98	199		150.00
1-80-00-81300-308-000	P 1ST CLS LTRS 239 Pieces	10/09/98	0122		76.48
1-80-00-81300-308-000	While you wait	10/13/98	0065		1.75
1-80-00-81300-308-000	While you wait	10/13/98	0069		1.75
1-80-00-81300-308-000	P 2 Pieces	10/14/98	0037		1.79
1-80-00-81300-308-000	Fax	10/14/98	0030		2.25
1-80-00-81300-308-000	NEW TELEPHONE	10/21/98	216		82.90
1-80-00-81300-308-000	While you wait	10/23/98		0005	1.65
1-80-00-81300-308-000	FACILITIES CHARGE	10/26/98	219		30.00
1-80-00-81300-308-000	FACILITIES CHARGE	10/26/98	219		25.50
1-80-00-81300-308-000	P 1 Pieces	10/27/98		0050	1.24
1-80-00-81300-308-000	LONG DISTANCE FAXES	10/30/98	232		2.66
1-80-00-81300-308-000	1 GATEWAY E1200/333	10/30/98	250		<u>1,204.00</u> → <i>1 year</i>
1-80-00-81300-308-000	While you wait	11/04/98		0062	5.10
1-80-00-81300-308-000	Xerox	11/04/98		0069	8.25
1-80-00-81300-308-000	Xerox	11/04/98		0071	2.25
1-80-00-81300-308-000	Xerox	11/05/98		0031	8.00
1-80-00-81300-308-000	P 1 Pieces	11/16/98		0057	1.01
1-80-00-81300-308-000	RENT NOVEMBER	11/18/98	272		150.00
1-80-00-81300-308-000	IT PHONE SUPPORT	11/30/98	501		140.00
1-80-00-81300-308-000	EDUCATION & HOUSING EQUITY PROJECT RENT	12/10/98	531		150.00
1-80-00-81300-308-000	LONG DISTANCE FAXES	12/11/98	535		3.38
1-80-00-81300-308-000	LONG DISTANCE FAXES	12/31/98	553		2.40
1-80-00-81300-308-000	JANUARY RENT	1/11/99	564		150.00
1-80-00-81300-308-000	P DAILY MAIL 945 Pieces	1/11/99		0005	311.85
1-80-00-81300-308-000	P 26 Pieces	1/13/99		0095	8.58
1-80-00-81300-308-000	P 2 Pieces	1/15/99		0064	2.64
1-80-00-81300-308-000	While you wait	1/15/99		0001	1.40
1-80-00-81300-308-000	Xerox	1/18/99		0058	.70
1-80-00-81300-308-000	LONG DISTANCE FAXES JANUARY	1/28/99	584		9.06
1-80-00-81300-308-000	P FIRST CLASS MAILING 73 Pieces	1/29/99		0036	27.83
1-80-00-81300-308-000	AUDIO VISUAL JANUARY	1/31/99	605		8.00
1-80-00-81300-308-000	While you wait	2/04/99		0016	8.30
1-80-00-81300-308-000	P 1 Pieces	2/05/99		0040	.55
1-80-00-81300-308-000	Envelopes/paper LITTLE	2/05/99		0064	15.15
1-80-00-81300-308-000	Bookstore Charges January 28, 1999	2/05/99			6.13
1-80-00-81300-308-000	signs Vendor: Barnes and Noble	2/05/99			31.50
1-80-00-81300-308-000	P Vendor: Artcraft Engraving Service	2/10/99		0051	.77
1-80-00-81300-308-000	w/e 1-28-99 1 Pieces	2/11/99			42.00 <i>fw</i>
	Vendor: Marriott Food Service				

Begin account: 1-80-00-81300-308-000 Selected status: Begin date: 6/01/95
 End account: 1-80-00-81300-308-000 Ending date: 3/31/99
 Account desc.: Agency Fund Balance
 Beginning balance: .00
 Posted balance: 4,305.61 Encumbered balance: .00
 Unposted balance: .00 Free balance: 4,305.61-
 Current Balance: 4,305.61

Account Number	Description	Date	Folio	Proj	Amount
1-80-00-81300-308-000	DICK MILLER PHONE	8/28/98	93	0	82.97 T
1-80-00-81300-308-000	EDUCATION & HOUSING EQUITY PROJECT RENT	9/21/98	141	0	150.00 T
1-80-00-81300-308-000	LONG DISTANCE SEPTEMBER	9/28/98	155	0	.70
1-80-00-81300-308-000	LONG DISTANCE CREDIT	9/30/98	193	0	.70
1-80-00-81300-308-000	PARKING PERMITS	9/30/98	193	0	136.80 ✓
1-80-00-81300-308-000	Auditron AMY	10/07/98	0059	0	10.50
1-80-00-81300-308-000	EDUCATION HOUSING EQUITY PROJECT RENT	10/09/98	199	0	150.00 T
1-80-00-81300-308-000	P 1ST CLS LTRS 239 Pieces	10/09/98	0122	0	76.48 T
1-80-00-81300-308-000	While you wait	10/13/98	0065	0	1.75
1-80-00-81300-308-000	While you wait	10/13/98	0069	0	1.75
1-80-00-81300-308-000	P 2 Pieces	10/14/98	0037	0	1.79
1-80-00-81300-308-000	Fax	10/14/98	0030	0	2.25
1-80-00-81300-308-000	NEW TELEPHONE	10/21/98	216	0	82.90 T
1-80-00-81300-308-000	While you wait	10/23/98	0005	0	1.65
1-80-00-81300-308-000	FACILITIES CHARGE	10/26/98	219	0	30.00
1-80-00-81300-308-000	FACILITIES CHARGE	10/26/98	219	0	25.50
1-80-00-81300-308-000	P 1 Pieces	10/27/98	0050	0	1.24
1-80-00-81300-308-000	LONG DISTANCE FAXES	10/30/98	232	0	2.66
1-80-00-81300-308-000	1 GATEWAY E1200/333	10/30/98	250	0	1,204.00 ✓
1-80-00-81300-308-000	While you wait	11/04/98	0062	0	5.10
1-80-00-81300-308-000	Xerox	11/04/98	0069	0	8.25
1-80-00-81300-308-000	Xerox	11/04/98	0071	0	2.25
1-80-00-81300-308-000	Xerox	11/05/98	0031	0	8.00
1-80-00-81300-308-000	P 1 Pieces	11/16/98	0057	0	1.01
1-80-00-81300-308-000	RENT NOVEMBER	11/18/98	272	0	150.00 T
1-80-00-81300-308-000	IT PHONE SUPPORT	11/30/98	501	0	140.00 T
1-80-00-81300-308-000	EDUCATION & HOUSING EQUITY PROJECT RENT	12/10/98	531	0	150.00 T
1-80-00-81300-308-000	LONG DISTANCE FAXES	12/11/98	535	0	3.38
1-80-00-81300-308-000	LONG DISTANCE FAXES	12/31/98	553	0	2.40
1-80-00-81300-308-000	JANUARY RENT	1/11/99	564	0	150.00
1-80-00-81300-308-000	P DAILY MAIL 945 Pieces	1/11/99	0005	0	311.85
1-80-00-81300-308-000	P 26 Pieces	1/13/99	0095	0	8.58
1-80-00-81300-308-000	P 2 Pieces	1/15/99	0064	0	2.64
1-80-00-81300-308-000	While you wait	1/15/99	0001	0	1.40
1-80-00-81300-308-000	Xerox	1/18/99	0058	0	.70
1-80-00-81300-308-000	LONG DISTANCE FAXES JANUARY	1/28/99	584	0	9.06
1-80-00-81300-308-000	P FIRST CLASS MAILING 73 Pieces	1/29/99	0036	0	27.83
1-80-00-81300-308-000	AUDIO VISUAL JANUARY	1/31/99	605	0	8.00
1-80-00-81300-308-000	While you wait	2/04/99	0016	0	8.30
1-80-00-81300-308-000	P 1 Pieces	2/05/99	0040	0	.55
1-80-00-81300-308-000	Envelopes/paper LITTLE	2/05/99	0064	0	15.15
1-80-00-81300-308-000	Bookstore Charges January 28, 1999	2/05/99			6.13
1-80-00-81300-308-000	signs Vendor: Barnes and Noble	2/05/99		AP 209326	31.50
1-80-00-81300-308-000	P Vendor: Artcraft Engraving Service	2/10/99		AP 208676	.77
1-80-00-81300-308-000	w/e 1-28-99 1 Pieces	2/11/99	0051	0	42.00
	Vendor: Marriott Food Service			AP 209427	

600.00
 70.52
 28.75
 10.69
 55.50
 775.46

A/P

243263

Account Number	Description	Date	Folio	Proj	Amount
1-80-00-81300-308-000	w/e 1-28-99	2/11/99			371.00
	Vendor: Marriott Food Service			AP 209427	
1-80-00-81300-308-000	Bookstore Charges Febraury 12, 1999	2/17/99			6.06
	Vendor: Barnes and Noble			AP 209872	
1-80-00-81300-308-000	P	2/18/99	0108	0	8.69
1-80-00-81300-308-000	TECH SUPPORT	2/19/99	624	0	140.00
1-80-00-81300-308-000	EDUCATION & HOUSING EQUITY PROJECT RENT	2/23/99	631	0	150.00
1-80-00-81300-308-000	P ADM.ASSISTANT	2/26/99	0005	0	287.43
1-80-00-81300-308-000	While you wait	2/26/99	0028	0	.34
1-80-00-81300-308-000	LONG DISTANCE FAXES FEBRUARY	2/28/99	652	0	2.48
1-80-00-81300-308-000	P 1ST CLS LTRS	3/02/99	0044	0	19.58
1-80-00-81300-308-000	Envelopes/paper	3/15/99	0047	0	6.82
1-80-00-81300-308-000	P DAILY MAIL	3/16/99	0070	0	25.74
1-80-00-81300-308-000	Xerox PAM	3/16/99	0013	0	10.71
1-80-00-81300-308-000	Xerox PAM	3/16/99	0014	0	16.68
1-80-00-81300-308-000	While you wait JEWSON	3/16/99	0043	0	13.00
1-80-00-81300-308-000	EDUCATION & HOUSING EQUITY PROJECT RENT	3/24/99	701	0	150.00
1-80-00-81300-308-000	P	3/25/99	0048	0	1.65
1-80-00-81300-308-000	LONG DISTANCE FAXES MARCH	3/29/99	707	0	4.86

Transaction Total: 62 Total Amount Shown: 4,272.13

** END OF REPORT **

	98	99					
	600.06	~450.00	RENT		✓ 1,050.00 ✓		A/P 600.00
	200.00	300 A/P	COMPUTER		✓ 500 1,204.00 ✓		1,204.00 200
	80.52	~695.31	POSTAGE		✓ 775.83 ✓		80.52
	28.75	~51.13	PRINTING		✓ 79.88 ✓		28.75
Computer \$500	10.69	16.40	PHONE/FAX		✓ 27.09 ✓		10.69
		~65.66	SUPPLIES		✓ 65.66 ✓		
	55.50	~421.00	BUSINESS MEETINGS		✓ 476.50 ✓		55.50
	305.87	~140.00	PHONE & SUPPORT		✓ 455.87 445.87 ✓		305.87
	136.80	0	PARKING PERMITS		✓ 136.80 ✓		136.80
	<u>1418.13</u>	<u>2,139.50</u>			<u>3,057.63</u>		<u>1,418.13</u>

Minnesota Minority Education Partnership, Inc.

INVOICE

Date of Invoice: 12 / 22 / 98

Name: Dick Little

Institution/Organization: EHEP

Address: 2211 Riverside Avenue

Minneapolis, Minnesota 55454

City State Zip

Phone Number: (612) 330-1505

Fax: ()

Date Requested: / /

Request(s): 1) Copies November 20 - December 21 (779 @ .05)

2)

3)

Labels: \$

Hours: Hrs. @ \$15.00/Hr. = \$

Other: \$ 38.95

Total Amount Due: \$ 38.95

Please remit upon receipt. If you have any questions regarding this invoice please feel free to call the office:

Rachel Gamboa
Minnesota Minority Education Partnership, Inc.
2211 Riverside Avenue South
Minneapolis, Minnesota 55454
(612) 330-1645
(612) 330-1510 fax

AUGSBURG



C•O•L•L•E•G•E

September 10, 1998

Dick Little
Education & Housing Equity Project
C.B. 185

Dear Dick Little:

Enclosed is the Augsburg College Rental Agreement for the rental of the Minneapolis Room on Thursday, September 17, 1998. Please sign the agreement and return it to us with the deposit.

Please give me a call if you have any questions or concerns regarding your arrangements.

Sincerely,

A handwritten signature in cursive script that reads "Mary Duffee".

Mary Duffee
Facilities Assistant
330-1104

md:aw

AUGSBURG COLLEGE RENTAL AGREEMENT

Under the laws of the State of Minnesota, Augsburg College, hereinafter referred to as lessor, agrees to lease portions of its Christensen Center located at 720 22nd Avenue South, Minneapolis, MN 55454.

ORGANIZATION: Education & Housing Equity Project
REPRESENTATIVE: Dick Little
ADDRESS: C.B 185
CITY, STATE, ZIP CODE: Augsburg College
PHONE: (612) 330-1505

hereinafter referred to as lessee for the purposes and/or events set forth below:

DESCRIPTION OR NAME OR EVENT: Dinner Meeting

FACILITIES RENTED:

Space	Date	Time
Minneapolis	Thursday, September 17, 1998	6:00p.m. to 9:00p.m.

In consideration for the use of these facilities, the licensee agrees to pay \$30.00 subject to state and local taxes. At the time of execution of this agreement, \$15.00 (NONREFUNDABLE) shall be paid, and the balance on or before September 17, 1998. Failure of payment voids this agreement. Send payment to: Office of Facilities Management, Augsburg College, 2211 Riverside, Minneapolis, MN, 55454.

Augsburg College Security and Information Booth: 330-1717, located in Lobby, Urness Tower as southwest corner of campus between 22 and 21 Avenues next to the freeway.

Lessor agrees to supply lighting, heat, air conditioning (as determined by Physical Plant), and security of buildings during normal working hours, 8:00 a.m. to 4:30 p.m. Janitorial service is provided during normal working hours. For extra services required, the additional expenses will be charged to the lessee. All events at our college serving food must be handled by our College Food Service, which is the Marriott Corporation (330-1127).

Lessor agrees to provide the following optional services, charges for which are included in the rental fee:

Lessor will provide the following optional service for an extra fee:

For Food Service needs contact Chris at 330-1126

Lessee agrees to furnish the following services:

Lessor retains jurisdiction over facilities while in use by lessee. Lessee will comply with any and all building hours and rules set forth by lessor.

Changes to this contract must be agreed upon by both parties no later than five working days prior to the event.

Intent to terminate this agreement must be received by lessor and agreed upon no later than ten working days prior to event.

Lessee

Signature:

Name: Dick Little

Title: Representative

Date:

Please sign and return with payment. Thank You!

A4rent65

CALL DETAIL BY EXTENSION REPORT

10:42 AM

AUGSBURG COLLEGE

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01/26/1999

Report Period: 12/26/1998 to 01/25/1999

- In Order by Date

Call Types: Interstate, Intrastate/interlata, Intrastate/Intralata, Interstate/Intralata, Canadian, International, Toll Calls (900, 976), Directory Assistance

Executive :EHEP Equity and Housing Project Extension:1505

Department :81300 EHEP-Dick Little Name:Little, Dick

Date	Time	Number Dialed	Location	Route	Duration	Cost	Auth Code	Name
12/28	12:54P	860-928-2616	PUTNAM CT	ATTCCCB	0:37:49	\$ 0.00	Little, Dick	
12/30	12:25P	202-872-0611	WASHINGTON DC	ATTCCCB	0:03:31	\$ 0.00	Little, Dick	
12/31	11:28A	504-288-6811	NW ORLNS 5 LA	ATTCCCB	0:21:09	\$ 0.00	Little, Dick	
12/31	3:35P	860-928-2616	PUTNAM CT	ATTCCCB	0:02:09	\$ 0.00	Little, Dick	
01/04	4:15P	860-928-2616	PUTNAM CT	ATTCCCB	0:01:59	\$ 0.00	Little, Dick	
01/18	1:14P	860-928-2616	PUTNAM CT	ATTCCCB	0:34:53	\$ 0.00	Little, Dick	
01/20	12:25P	860-928-2616	PUTNAM CT	ATTCCCB	0:00:41	\$ 0.00	Little, Dick	
01/20	12:30P	218-236-6731	MOORHEAD MN	ATTCCCB	0:00:39	\$ 0.00	Little, Dick	
01/20	5:16P	860-928-2616	PUTNAM CT	ATTCCCB	0:01:17	\$ 0.00	Little, Dick	

Summary of Extension: 1505

	Incoming	=====Outgoing=====			All Calls
	Total	Local	Long Dist	Total	Total
Number of Calls	0	9	0	9	9
Average Duration/Call	0:00:00	0:11:34	0:00:00	0:11:34	0:11:34
Total Duration	0:00:00	1:44:07	0:00:00	1:44:07	1:44:07
Average Cost/Call	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Average Cost/Minute	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Cost of Calls	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

CALL DETAIL BY EXTENSION REPORT

10:42 AM
01/26/1999

AUGSBURG COLLEGE

Page 350

Report Period: 12/26/1998 to 01/25/1999

- In Order by Date

Call Types: Interstate, Intrastate/interlata, Intrastate/Intralata, Interstate/Intralata,
Canadian, International, Toll Calls (900, 976), Directory Assistance

Executive :EHEP Equity and Housing Project Extension:1507

Department :81300 EHEP-Dick Little Name:Little, Dick

Date	Time	Number Dialed	Location	Route	Duration	Cost	Auth Code	Name
12/31	3:45P	860-928-3713	PUTNAM CT	ATTCCCB	0:00:39	\$ 0.00	Little, Dick	
01/20	8:53A	504-280-6272	NW ORLNS 5 LA	ATTCCCB	0:01:13	\$ 0.00	Little, Dick	
01/20	6:01P	860-928-3713	PUTNAM CT	ATTCCCB	0:00:53	\$ 0.00	Little, Dick	
01/20	6:31P	312-431-9985	CHICAGO IL	ATTCCCB	0:00:17	\$ 0.00	Little, Dick	

Summary of Extension: 1507

	Incoming Total	=====Outgoing=====			All Calls Total
		Local	Long Dist	Total	
Number of Calls --->	0	4	0	4	4
Average Duration/Call --->	0:00:00	0:00:46	0:00:00	0:00:46	0:00:46
Total Duration --->	0:00:00	0:03:02	0:00:00	0:03:02	0:03:02
Average Cost/Call --->	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Average Cost/Minute --->	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Cost of Calls --->	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

CALL DETAIL BY AUTHORIZATION CODE REPORT

10:49 AM
01/26/1999

AUGSBURG COLLEGE

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Report Period: 12/26/1998 to 01/25/1999

All Long Distance, Local & Incoming Calls - In Order by Date

Executive :EHEP Equity and Housing Project Auth. Name:Little, Dick
Department :81300 EHEP-Dick Little

Date	Time	Number Dialed	Location	Route	Duration	Cost	PBX / Extension
12/28	12:54P	860-928-2616	PUTNAM CT	ATTCCCB	0:37:49	\$ 3.12	1505
12/30	12:25P	202-872-0611	WASHINGTON DC	ATTCCCB	0:03:31	\$ 0.28	1505
12/31	11:28A	504-288-6811	NW ORLNS 5 LA	ATTCCCB	0:21:09	\$ 1.74	1505
12/31	3:35P	860-928-2616	PUTNAM CT	ATTCCCB	0:02:09	\$ 0.17	1505
12/31	3:45P	860-928-3713	PUTNAM CT	ATTCCCB	0:00:39	\$ 0.05	1507
01/04	4:15P	860-928-2616	PUTNAM CT	ATTCCCB	0:01:59	\$ 0.17	1505
01/18	1:14P	860-928-2616	PUTNAM CT	ATTCCCB	0:34:53	\$ 2.88	1505
01/20	8:53A	504-280-6272	NW ORLNS 5 LA	ATTCCCB	0:01:13	\$ 0.10	1507
01/20	12:25P	860-928-2616	PUTNAM CT	ATTCCCB	0:00:41	\$ 0.06	1505
01/20	12:30P	218-236-6731	MOORHEAD MN	ATTCCCB	0:00:39	\$ 0.34	1505
01/20	5:16P	860-928-2616	PUTNAM CT	ATTCCCB	0:01:17	\$ 0.08	1505
01/20	6:01P	860-928-3713	PUTNAM CT	ATTCCCB	0:00:53	\$ 0.05	1507
01/20	6:31P	312-431-9985	CHICAGO IL	ATTCCCB	0:00:17	\$ 0.02	1507

Summary for: Little, Dick

	Incoming Total	=====Outgoing=====			All Calls Total
		Local	Long Dist	Total	
Number of Calls	0	0	13	13	13
Average Duration/Call	0:00:00	0:00:00	0:08:14	0:08:14	0:08:14
Total Duration	0:00:00	0:00:00	1:47:08	1:47:08	1:47:08
Average Cost/Call	\$ 0.00	\$ 0.00	0.70 \$	0.70 \$	0.70
Average Cost/Minute	\$ 0.00	\$ 0.00	0.08 \$	0.08 \$	0.08
Total Cost of Calls	\$ 0.00	\$ 0.00	9.06 \$	9.06 \$	9.06

Request for Use of Facilities

Must be submitted to College Facilities Assistant, Christensen Center, X1104, CB #64
at least 5 working days in advance

Department or Name of Organization Education + Housing Equity Proj Date of Application 9-9-98
 Registrant Dick Little Telephone 330-1505
 Campus Box CB. 185 Off Campus Event
 Room MPLS Building CC

Allow extra time for equipment set up/take down

Day Thurs Date 9-17-98 Time 6 a.m. or p.m. to 9 a.m. or p.m.
 Day _____ Date _____ Time _____ a.m. or p.m. to _____ a.m. or p.m.
 Day _____ Date _____ Time _____ a.m. or p.m. to _____ a.m. or p.m.
 Day _____ Date _____ Time _____ a.m. or p.m. to _____ a.m. or p.m.
 Day _____ Date _____ Time _____ a.m. or p.m. to _____ a.m. or p.m.

Type of Event _____ Expected Attendance _____ Event Time _____
 (See other side for planning)

Physical Arrangements

Rooms are standard arrangement unless requested. All setups requiring rearrangement or special equipment must be finalized 5 working days before the event. Setups are completed one half hour prior to the event unless requested.

No. Tables _____	Stage _____ Size _____
No. Chairs _____	Chalkboard _____
Arrangement Style:	Lectern Only _____
Lecture _____	Newsprint Easel* _____
U-Shape _____	*Check in and out at Information Desk
Circle _____	Other _____
Dining _____	Piano _____
Square _____	

Please diagram special setup arrangement and Audio-Visual equipment placement below (or attach a sheet)

indicate north or south

For the services listed below, you must contact the departments directly:

Information Technology - 1044
 Lectern Microphone _____
 Table Microphone _____
 Floor Microphone _____
 Overhead Proj/Screen _____
 Slide Proj/Screen _____
 VCR/Television _____

Food Service - 1126

Parking - 1566

College Events Calendar & Website - 1180

Security - 1717
 Time: Unlock _____
 Lock _____

Office Use Only

Parking _____
 Custodial _____
 IT _____
 Athletic Dept. _____
 Athletic Fac. _____
 Music _____
 Security _____
 Food Service _____
 Other _____

You are responsible for any changes the day of the event

White - Facilities Yellow - Food Service Pink - Confirmation

Have you Thought of...

- What is the Purpose of this Event?
 - Who is your Main Audience?
 - Who should be invited to attend?

Facilities

330-1104

- Accessibility and special needs
- Notify any event changes
- Obtain official campus map

Marriott Food Service

330-1126

- Determine type of service needed
- Choose menu
- Confirm final attendance

Information Technology

330-1044

- Order audio-visual equipment and staff
- Telecommunication

Security

330-1481

- Request special security services

Information Desk

330-1106

- Provide location, date and time of event
- If applicable, please provide one copy of press release, brochure or brief description of event

Public Relations

330-1180

- For Scheduling on website and master calendar
- For information about publicity, printed publications and media coverage

Parking

330-1566

- Obtain permits for visitors lots
- Arrange ramp or street parking
- Inform participants of parking options

Alcohol Permit

330-1160

- Apply for alcohol permit

Music Office

330-1265

- Piano tuning \$65

College Representation

Who should be invited to your event?

Please contact individual office to schedule.

Bill Frame

330-1212

President of the College

Marie McNeff

330-1024

Vice President of Academic and Learning Services/Dean of the College

Paul Carlson

330-1026

Vice President for Finance

Ida Simon

330-1171

Vice President for Institutional Advancement

Earl Alton

330-1024

Associate Dean for Faculty Affairs/Academic and Learning Services

Ann Garvey

330-1160

Associate Dean of Student Services

Stuart Anderson

330-1012

Associate Dean of Library and Information Technology

Admissions

330-1001

Alumni Affairs

330-1178

Campus Ministry

330-1732

Development

330-1613

Other Academic or Support Departments

You are responsible for calling each department to make arrangements.

Dept. Name EDUCATION & HOUSING EQUITY
PROJECT
Person Requestion Order CB 185

Date Received in Mail room

Dept. # 81300
Phone # 330-1505
Job Description KICK-OFF
FLYER TO MAILING
LISTEES

1st class

Number of Pieces _____

1ST CLASS
Stampd

Certified

Express Mail

Courier Service

Insured

OUTGOING MAIL
USE ONLY

Handling \$ _____
Postage \$ 311 85
Pickup \$ _____
\$ _____
TOTAL \$ 311 85

Job # 1 111 5

Handler DD

Date Sent 1/11/98

SPECIAL INSTRUCTIONS:

CALL DETAIL BY AUTHORIZATION CODE REPORT

09:14 AM
01/04/1999

AUGSBURG COLLEGE

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Report Period: 11/26/1998 to 12/25/1999

All Long Distance, Local & Incoming Calls - In Order by Date

Executive :EHEP Equity and Housing Project Auth. Name:Little, Dick
Department :81300 EHEP-Dick Little

Date	Time	Number Dialed	Location	Route	Duration	Cost	PBX / Extension
12/07	2:52P	202-395-1010	WASHINGTON DC	ATTCCCB	0:11:13	\$ 0.90	1505
12/10	2:52P	202-395-1010	WASHINGTON DC	ATTCCCB	0:01:51	\$ 0.14	1505
12/14	1:14P	202-395-1020	WASHINGTON DC	ATTCCCB	0:00:41	\$ 0.06	1507
12/14	2:07P	202-395-1010	WASHINGTON DC	ATTCCCB	0:14:23	\$ 1.15	1505
12/14	2:25P	202-395-1010	WASHINGTON DC	ATTCCCB	0:01:35	\$ 0.13	1505
12/14	9:44P	802-254-1227	BRATTLEBO VT	ATTCCCB	0:00:23	\$ 0.02	1507
12/28	12:54P	860-928-2616	PUTNAM CT	ATTCCCB	0:37:49	\$ 3.12	1505
12/30	12:25P	202-872-0611	WASHINGTON DC	ATTCCCB	0:03:31	\$ 0.28	1505
12/31	11:28A	504-288-6811	NW ORLNS 5 LA	ATTCCCB	0:21:09	\$ 1.74	1505
12/31	3:35P	860-928-2616	PUTNAM CT	ATTCCCB	0:02:09	\$ 0.17	1505
12/31	3:45P	860-928-3713	PUTNAM CT	ATTCCCB	0:00:39	\$ 0.05	1507

Summary for: Little, Dick

	Incoming Total	=====Outgoing=====			All Calls Total
		Local	Long Dist	Total	
Number of Calls	0	0	11	11	11
Average Duration/Call	0:00:00	0:00:00	0:08:40	0:08:40	0:08:40
Total Duration	0:00:00	0:00:00	1:35:23	1:35:23	1:35:23
Average Cost/Call	\$ 0.00	\$ 0.00	\$ 0.71	\$ 0.71	\$ 0.71
Average Cost/Minute	\$ 0.00	\$ 0.00	\$ 0.08	\$ 0.08	\$ 0.08
Total Cost of Calls	\$ 0.00	\$ 0.00	\$ 7.76	\$ 7.76	\$ 7.76

CALL DETAIL BY EXTENSION REPORT

10:00 AM
01/04/1999

AUGSBURG COLLEGE

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Report Period: 11/26/1998 to 12/25/1998

- In Order by Date

Call Types: Interstate, Intrastate/interlata, Intrastate/Intralata, Interstate/Intralata, Canadian, International, Toll Calls (900, 976), Directory Assistance

Executive :EHEP Equity and Housing Project Extension:1505

Department :81300 EHEP-Dick Little Name:Little, Dick

Date	Time	Number Dialed	Location	Route	Duration	Cost	Auth Code	Name
12/07	2:52P	202-395-1010	WASHINGTON DC	ATTCCCB	0:11:13	\$ 0.00	Little, Dick	
12/10	2:52P	202-395-1010	WASHINGTON DC	ATTCCCB	0:01:51	\$ 0.00	Little, Dick	
12/14	2:07P	202-395-1010	WASHINGTON DC	ATTCCCB	0:14:23	\$ 0.00	Little, Dick	
12/14	2:25P	202-395-1010	WASHINGTON DC	ATTCCCB	0:01:35	\$ 0.00	Little, Dick	

Summary of Extension: 1505

	Incoming Total	=====Outgoing=====		All Calls Total
		Local	Long Dist	
Number of Calls	0	4	0	4
Average Duration/Call	0:00:00	0:07:16	0:00:00	0:07:16
Total Duration	0:00:00	0:29:02	0:00:00	0:29:02
Average Cost/Call	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Average Cost/Minute	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Cost of Calls	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

CALL DETAIL BY EXTENSION REPORT

10:00 AM

AUGSBURG COLLEGE

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01/04/1999

Report Period: 11/26/1998 to 12/25/1998

- In Order by Date

Call Types: Interstate, Intrastate/interlata, Intrastate/Intralata, Interstate/Intralata, Canadian, International, Toll Calls (900, 976), Directory Assistance

Executive :EHEP Equity and Housing Project Extension:1507

Department :81300 EHEP-Dick Little Name:Little, Dick

Date	Time	Number Dialed	Location	Route	Duration	Cost	Auth Code	Name
12/14	1:14P	202-395-1020	WASHINGTON DC	ATTCCCB	0:00:41	\$ 0.00	Little, Dick	
12/14	9:44P	802-254-1227	BRATTLEBO VT	ATTCCCB	0:00:23	\$ 0.00	Little, Dick	

Summary of Extension: 1507

	Incoming	=====Outgoing=====			All Calls
	Total	Local	Long Dist	Total	Total
Number of Calls	0	2	0	2	2
Average Duration/Call	0:00:00	0:00:32	0:00:00	0:00:32	0:00:32
Total Duration	0:00:00	0:01:04	0:00:00	0:01:04	0:01:04
Average Cost/Call	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Average Cost/Minute	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Cost of Calls	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Dick Little-EHEP
Campus Box: 185

AUGSBURG



C • O • L • L • E • G • E

2211 Riverside Avenue
Minneapolis MN 55454 USA

Education and Housing Equity Project
% Augsburg College
2211 Riverside Avenue
Minneapolis, MN 55454

ATTN: Dick Little

Invoice No. _____

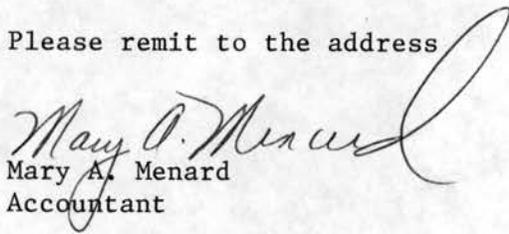
I.D. No. _____

Please make checks payable to Augsburg College and return a copy of the invoice with payment.

Balance Due _____

DATE INVOICED	DATE OF SERVICE	AMOUNT	TAXES:		BALANCE DUE
			Mpls.	MN	
9-22-98					
	Installation of Telephone	\$ 82.97			

Please remit to the address


Mary A. Menard
Accountant

The college will use a periodic monthly finance charge rate of _____% which corresponds to an annual percentage rate of _____% to compute the finance charge.
Should you discover an error in your statement bring it to our attention in writing within 30 days.

Balance due upon receipt of invoice.

FACULTY/STAFF
PARKING REGISTRATION

Check # 1663

Permit Number 0668	Permit Color purple	Type of Permit F/S
Expiration Date 6/30/99.		

NAME Pamela JEWSON

I.D. # 01007-29-3987

DEPARTMENT EHEP

DEPT. PHONE # 330-1505

MAKE OF VEHICLE VW

MODEL FOX

VEHICLE YEAR 1988

COLOR(S) dark blue

LICENSE PLATE # 611 LGR

STATE MN

SIGNATURE Pamela Jewson

DATE Jan 6, 1999

Notify Buildings & Grounds @ 330-1041 if this vehicle is sold. A separate registration must be completed for each different vehicle.

Dept. Name EHEP 81300

Person Requestion Order Pam Jewson

CB 185

Date Received in Mail room

Dept. # 81300

Phone # 330-1505

Job Description Administration

Assistant

1st class 871

Number of Pieces 400?

Stamped

Certified

Express Mail

Courier Service

Insured

OUTGOING MAIL
USE ONLY

Handling \$ _____

Postage \$ 287.43

Pickup \$ _____

\$ _____

TOTAL \$ 287.43

Job # 02/26/05

Handler C.A.

Date Sent 2/26/99

SPECIAL INSTRUCTIONS:

mail out ASAP

Person submitting order:

Dept.

Guidelines for completion by "Date Needed"

These are estimates only and are based on a normal copying workload at the time of your order. If you follow these guidelines and your copy order cannot be completed by the time listed on your job ticket, the Graphic Center will try to contact you at the phone number listed on your order form. Extra time to complete your order is always appreciated and will allow us to work more efficiently. Thanks for your planning!

Copying (less than 300 copies total) - 1 full working day

Copying (more than 300 copies total) - 2 full working days*

Envelopes (Business Reply, Invitation, etc.) - 3 - 6 weeks

Lamination - 1 full working day

Bindery work (fold, cut, pad, drill, etc.) 1/2 working day per operation

Miscellaneous work (book copying, pasteup, delivery, etc.) - 1/2 working day per operation

*Please allow at least 3 days for larger jobs that you would like to have run on the offset press for additional savings.

Please, if you need copying work completed in less than 4 hours, use our "While You Wait" copying service or use a self service copier. We cannot guarantee that we will be able to complete your work or contact you within such a short time frame.

Graphic Center Copy/Print Ticket

QC: Job # 3 116 113

Person submitting order:

Pam JEWSON Phone # 330-1505

Today's Date 3/15/99 Time

Date Needed 3/16/99 Time Important! - see back v.

Dept. EHEP Dept. # 00813

Title of Job Being Duplicated: 81300

Community circle

7 # of Originals (each side is an original)

50 # of copies per Original

Make 1 sided Make 2 sided As is

Paper Size: 8.5x11 8.5x14 11x17

Paper Type: Bond Linen Letterhead

Cardstock Other

Paper Color: white

- Copy
- Color Copy
- Collate
- Staple
- Fold (Type) →
- Cut
- Pad
- 3 Hole Drill
- GBC Bind
- Laminate
- Hand Placed Copy
- Misc binders

Graphic Center Use Only		EMPLOYEE INITIALS
\$	<u>10.50</u>	
\$	-----	
\$	-----	
\$	-----	
\$	-----	
\$	-----	
\$	-----	
\$	-----	
\$	-----	
\$	-----	
\$	<u>.21</u>	
Total →	\$ <u>10.71</u>	

Special Instructions:

center copy on Community circle Participant Profile

Person submitting order:

Pam

Dept.

EHER

Guidelines for completion by "Date Needed"

These are estimates only and are based on a normal copying workload at the time of your order. If you follow these guidelines and your copy order cannot be completed by the time listed on your job ticket, the Graphic Center will try to contact you at the phone number listed on your order form. Extra time to complete your order is always appreciated and will allow us to work more efficiently. Thanks for your planning!

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Copying (more than 300 copies total) - 2 full working days*

Envelopes (Business Reply, Invitation, etc.) - 3 - 6 weeks

Lamination - 1 full working day

Bindery work (fold, cut, pad, drill, etc.) 1/2 working day per operation

Miscellaneous work (book copying, pasteup, delivery, etc.) - 1/2 working day per operation

*Please allow at least 3 days for larger jobs that you would like to have run on the offset press for additional savings.

Please, if you need copying work completed in less than 4 hours, use our "While You Wait" copying service or use a self service copier. We cannot guarantee that we will be able to complete your work or contact you within such a short time frame.

Graphic Center Copy/Print Ticket

QC:

Job # 03116143

Person submitting order:

Pam JEWSON Phone # 1505

Today's Date 3/14/99 Time

Date Needed 3/16/99 Time 8:300

Dept. EHEP Dept. # 00813

Title of Job Being Duplicated: Community Circles 1999

6 # of Originals (each side is an original)

50 # of copies per Original

Make 1 sided Make 2 sided As is

Paper Size: 8.5x11 8.5x14 11x17

Paper Type: Bond Linen Letterhead

Cardstock Other

Paper Color:

- Copy
- Color Copy
- Collate
- Staple
- Fold (Type) →
- Cut
- Pad
- 3 Hole Drill
- GBC Bind
- Laminate
- Hand Placed Copy
- Misc.

Graphic Center Use Only		EMPLOYEE INITIALS
\$	<u>12.00</u>	
\$	<u> </u>	
\$	<u> </u>	
\$	<u>1.00</u>	
\$	<u> </u>	
Total → \$		
	<u>13.00</u>	

Special Instructions:

Person submitting order:

Dept.

Guidelines for completion by "Date Needed"

These are estimates only and are based on a normal copying workload at the time of your order. If you follow these guidelines and your copy order cannot be completed by the time listed on your job ticket, the Graphic Center will try to contact you at the phone number listed on your order form. Extra time to complete your order is always appreciated and will allow us to work more efficiently. Thanks for your planning!

Copying (less than 300 copies total) - 1 full working day

Copying (more than 300 copies total) - 2 full working days*

Envelopes (Business Reply, Invitation, etc.) - 3 - 6 weeks

Lamination - 1 full working day

Bindery work (fold, cut, pad, drill, etc.) 1/2 working day per operation

Miscellaneous work (book copying, pasteup, delivery, etc.) - 1/2 working day per operation

*Please allow at least 3 days for larger jobs that you would like to have run on the offset press for additional savings.

Please, if you need copying work completed in less than 4 hours, use our "While You Wait" copying service or use a self service copier. We cannot guarantee that we will be able to complete your work or contact you within such a short time frame.

Education & Housing Equity Project

Chart of Accounts

As of Oct 31, 1998

Filter Criteria includes: Report order is by ID. Report is printed with Accounts having Zero Amounts and in Detail Format.

Account ID	Account Description	Active	Account Type
1000	Cash in Checking	Yes	Cash
1100	Accounts Receivable	Yes	Accounts Receivable
2300	Accounts Payable	Yes	Accounts Payable
2350	Payroll taxes payable	Yes	Accounts Payable
3000	Net Assets-Unrestricted	Yes	Equity-doesn't close
3010	Net Assets-Temp restricted	Yes	Equity-doesn't close
3020	Retained Earnings	Yes	Equity-Retained Earnings
4100	Foundations & Corporations	Yes	Income
4200	Individuals	Yes	Income
4300	Earned income	Yes	Income
4900	Miscellaneous	Yes	Income
5000	Wages	Yes	Expenses
5050	Payroll taxes	Yes	Expenses
5070	Fringe Benefits	Yes	Expenses
5100	Professional Services	Yes	Expenses
5220	Local Auto	Yes	Expenses
5240	Staff Expense	Yes	Expenses
5260	Staff Development	Yes	Expenses
5280	Educational Resources	Yes	Expenses
5300	Fiscal Agent fees	Yes	Expenses
5320	Office Supplies	Yes	Expenses
5330	Equipment	Yes	Expenses
5420	Postage	Yes	Expenses
5440	Conferences & Meetings	Yes	Expenses
5460	Printing	Yes	Expenses
5500	Telephone	Yes	Expenses
5800	Insurance	Yes	Expenses
5900	Miscellaneous	Yes	Expenses

Education & Housing Equity Project

Chart of Accounts

As of Oct 31, 1998

Filter Criteria includes: Report order is by ID. Report is printed with Accounts having Zero Amounts and in Detail Format.

Account ID	Account Description	Active	Account Type
1000	Cash in Checking	Yes	Cash
1100	Accounts Receivable	Yes	Accounts Receivable
2300	Accounts Payable	Yes	Accounts Payable
2350	Payroll taxes payable	Yes	Accounts Payable
3000	Net Assets-Unrestricted	Yes	Equity-doesn't close
3010	Net Assets-Temp restricted	Yes	Equity-doesn't close
3020	Retained Earnings	Yes	Equity-Retained Earnings
4100	Foundations & Corporations	Yes	Income
4200	Individuals	Yes	Income
4300	Earned income	Yes	Income
4900	Miscellaneous	Yes	Income
5000	Wages	Yes	Expenses
5050	Payroll taxes	Yes	Expenses
5070	Fringe Benefits	Yes	Expenses
5100	Professional Services	Yes	Expenses
5220	Local Auto	Yes	Expenses
5240	Staff Expense	Yes	Expenses
5260	Staff Development	Yes	Expenses
5280	Educational Resources	Yes	Expenses
5300	Fiscal Agent fees	Yes	Expenses
5320	Office Supplies	Yes	Expenses
5330	Equipment	Yes	Expenses
5420	Postage	Yes	Expenses
5440	Conferences & Meetings	Yes	Expenses
5460	Printing	Yes	Expenses
5500	Telephone	Yes	Expenses
5800	Insurance	Yes	Expenses
5900	Miscellaneous	Yes	Expenses

AUGSBURG



C•O•L•L•E•G•E

2211 Riverside Avenue
Minneapolis MN 55454 USA

Invoice No. 98-012

I.D. No. _____

Education & Housing Equity Project
% Augsburg College
2211 Riverside Avenue
Minneapolis, MN 55454

Balance Due _____

Please make checks payable to Augsburg College and return a copy of the invoice with payment.

DATE INVOICED	DATE OF SERVICE	AMOUNT	TAXES:		BALANCE DUE
			Mpls.	MN	
1-15-99	December 1998				
		Rent	\$ 150.00		
		Faxes	5.78		
		Total Due			\$ 155.78

Please remit to the above address


Mary A. Menard
Accountant

The college will use a periodic monthly finance charge rate of _____% which corresponds to an annual percentage rate of _____% to compute the finance charge.
Should you discover an error in your statement bring it to our attention in writing within 30 days.

Balance due upon receipt of invoice.

AUGSBURG



C•O•L•L•E•G•E

2211 Riverside Avenue
Minneapolis MN 55454 USA

Invoice No. 98-012

I.D. No. _____

Education & Housing Equity Project
% Augsburg College
2211 Riverside Avenue
Minneapolis, MN 55454

Please make checks payable to Augsburg College and return a copy of the invoice with payment.

Balance Due _____

DATE INVOICED	DATE OF SERVICE	AMOUNT	TAXES:		BALANCE DUE
			Mpls.	MN	
1-15-99	December 1998				
		Rent \$ 150.00			
		Faxes 5.78			
		Total Due			\$ 155.78

Please remit to the above address

Mary A. Menard
Mary A. Menard
Accountant

The college will use a periodic monthly finance charge rate of _____% which corresponds to an annual percentage rate of _____% to compute the finance charge.
Should you discover an error in your statement bring it to our attention in writing within 30 days.

Balance due upon receipt of invoice.

AUGSBURG



C•O•L•L•E•G•E

2211 Riverside Avenue
Minneapolis MN 55454 USA

Invoice No. _____

I.D. No. _____

Education & Housing Equity Project
% Augsburg College
2211 Riverside Avenue
Minneapolis, MN 55454

Balance Due _____

Please make checks payable to Augsburg College and return a copy of the invoice with payment.

DATE INVOICED	DATE OF SERVICE	AMOUNT	TAXES:		BALANCE DUE
			Mpls.	MN	
February 19, 1999	January 1999				
	Rent	\$ 150.00			
	Postage	350.90			
	Copies	2.10			
	Telephone	9.06			
	Audio Visual	8.00			
	Total Due				\$ 520.06

Please remit to the above address

Mary A. Menard
Mary A. Menard
Accountant

The college will use a periodic monthly finance charge rate of _____% which corresponds to an annual percentage rate of _____% to compute the finance charge.
Should you discover an error in your statement bring it to our attention in writing within 30 days.

Balance due upon receipt of invoice.

CALL DETAIL BY AUTHORIZATION CODE REPORT

1:24 PM
03/02/1999

AUGSBURG COLLEGE

Report Period: 01/26/1999 to 02/25/1999

All Long Distance, Local & Incoming Calls - In Order by Date

Executive :EHEP Equity and Housing Project Auth. Name:Little, Dick
Department :81300 EHEP-Dick Little

Date	Time	Number Dialed	Location	Route	Duration	Cost	PBX / Extension
01/28	3:08P	860-928-2616	PUTNAM CT	ATTCCCB	0:01:13	\$ 0.10	1745
02/02	10:58A	202-582-1234	WASHINGTON DC	ATTCCCB	0:02:17	\$ 0.18	1745
02/03	8:55A	860-928-2616	PUTNAM CT	ATTCCCB	0:00:25	\$ 0.03	1745
02/03	9:06A	860-928-3713	PUTNAM CT	ATTCCCB	0:06:17	\$ 0.52	1507
02/03	9:14A	860-928-3713	PUTNAM CT	ATTCCCB	0:08:07	\$ 0.67	1507
02/08	9:22A	202-387-9887	WASHINGTON DC	ATTCCCB	0:07:05	\$ 0.57	1745
02/08	12:46P	860-928-2616	PUTNAM CT	ATTCCCB	0:02:03	\$ 0.17	1745
02/16	2:32P	312-786-6705	CHICAGO IL	ATTCCCB	0:01:37	\$ 0.12	1745
02/16	2:39P	312-786-6727	CHICAGO IL	ATTCCCB	0:01:37	\$ 0.12	1507

Summary for: Little, Dick

	Incoming Total	=====Outgoing=====		All Calls Total
		Local	Long Dist	Total
Number of Calls	0	0	9	9
Average Duration/Call	0:00:00	0:00:00	0:03:25	0:03:25
Total Duration	0:00:00	0:00:00	0:30:41	0:30:41
Average Cost/Call	\$ 0.00	\$ 0.00	\$ 0.28	\$ 0.28
Average Cost/Minute	\$ 0.00	\$ 0.00	\$ 0.08	\$ 0.08
Total Cost of Calls	\$ 0.00	\$ 0.00	\$ 2.48	\$ 2.48

CALL DETAIL BY EXTENSION REPORT

1:53 PM

AUGSBURG COLLEGE

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03/02/1999

Report Period: 01/26/1999 to 02/25/1999

- In Order by Date

Call Types: Interstate, Intrastate/interlata, Intrastate/Intralata, Interstate/Intralata, Canadian, International, Toll Calls (900, 976), Directory Assistance

Executive :EHEP Equity and Housing Project Extension:1507

Department :81300 EHEP-Dick Little Name:Little, Dick

Date	Time	Number Dialed	Location	Route	Duration	Cost	Auth Code	Name
02/03	9:06A	860-928-3713	PUTNAM CT	ATTCCCB	0:06:17	\$ 0.00	Little, Dick	
02/03	9:14A	860-928-3713	PUTNAM CT	ATTCCCB	0:08:07	\$ 0.00	Little, Dick	
02/16	2:39P	312-786-6727	CHICAGO IL	ATTCCCB	0:01:37	\$ 0.00	Little, Dick	

Summary of Extension: 1507

	Incoming Total	=====Outgoing=====		All Calls Total
		Local	Long Dist	
Number of Calls	0	3	0	3
Average Duration/Call	0:00:00	0:05:20	0:00:00	0:05:20
Total Duration	0:00:00	0:16:01	0:00:00	0:16:01
Average Cost/Call	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Average Cost/Minute	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Cost of Calls	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

CALL DETAIL BY EXTENSION REPORT

AUGSBURG COLLEGE

1:53 PM
03/02/1999

Report Period: 01/26/1999 to 02/25/1999

- In Order by Date

Call Types: Interstate, Intrastate/interlata, Intrastate/Intralata, Interstate/Intralata, Canadian, International, Toll Calls (900, 976), Directory Assistance

Executive :EHEP Equity and Housing Project Extension:1745

Department :81300 EHEP-Dick Little Name:Little, Dick

Date	Time	Number Dialed	Location	Route	Duration	Cost	Auth Code	Name
01/28	3:08P	860-928-2616	PUTNAM CT	ATTCCCB	0:01:13	\$ 0.00	Little, Dick	
02/02	10:58A	202-582-1234	WASHINGTON DC	ATTCCCB	0:02:17	\$ 0.00	Little, Dick	
02/03	8:55A	860-928-2616	PUTNAM CT	ATTCCCB	0:00:25	\$ 0.00	Little, Dick	
02/08	9:22A	202-387-9887	WASHINGTON DC	ATTCCCB	0:07:05	\$ 0.00	Little, Dick	
02/08	12:46P	860-928-2616	PUTNAM CT	ATTCCCB	0:02:03	\$ 0.00	Little, Dick	
02/16	2:32P	312-786-6705	CHICAGO IL	ATTCCCB	0:01:37	\$ 0.00	Little, Dick	
02/18	3:08P	651-6982	UNKNOWN	ATTCCCB	0:02:35	\$ 0.00		

Summary of Extension: 1745

	Incoming	=====Outgoing=====			All Calls
	Total	Local	Long Dist	Total	Total
Number of Calls	0	7	0	7	7
Average Duration/Call	0:00:00	0:02:28	0:00:00	0:02:28	0:02:28
Total Duration	0:00:00	0:17:15	0:00:00	0:17:15	0:17:15
Average Cost/Call	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Average Cost/Minute	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Cost of Calls	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

EHEP-Dick Little
Campus Box: 185



CATERING EVENT FORM

Catering

Event Orientation _____ **Date** Jan. 22, 99
Location Thru Line _____ **Day** Fri.
Contact Dick Little _____ **Time** Dinner
Phone # 1505 Fax: _____ **End Time** _____
 Box: _____
Dept. Education and Housing Equity Project
Dept. # 00813 **Est #** 5034
Street _____ **Guaranteed** _____
City, State _____ **Actual #** _____
Zip _____

Event Type _____
Pick-up/Del _____
Service _____
China/Paper _____
Booked By _____
Billing # 34
Rate \$7.15
Del Charge _____
Less Deposit _____
Total \$0.00

↑
 I
 N
 V
 O
 I
 C
 E
 #

(B = Bakery, S = Salads, P = Cooks, C = Catering)

(To transfer detail to production sheet Ctrl. T)

(Ctrl. Z)

Dept.	Description	Unit	Desc.	Price	Amount
	Extra Guests Thru Line **Cashier** Please Record the Number of Guests and Return This Sheet to the Catering Office				
				\$ 243.10	
Total Invoice Due					\$0.00

We will bill for 95% of your guaranteed count given 48 hrs. prior to your event or actual attendance, whichever is greater.

Please direct any questions to the Catering Dept. at 612-330-1126.

Augsburg College
Sodexo Marriott Services
2211 Riverside Box 80
Minneapolis, MN 55454

Sodexo Marriott Service Representative

Customer Signature



CATERING EVENT FORM

Catering
↑
**I
N
V
O
I
C
E
#**

Event ALL DAY MEETING Date JAN. 23, 99
 Location E. COMMONS Day SAT
 Contact DICK LITTLE Time 10:00 AM
 Phone # _____ Fax: _____ End Time 6:00PM
 Box: _____
 Dept. _____
 Dept. # 81300 Est # 50
 Street _____ Guaranteed _____
 City, State _____ Actual # _____
 Zip _____

Event Type _____
 Pick-up/Del _____
 Service BUFFET
 China/Paper PAPER
 Booked By HEIDI
 Billing # _____
 Rate _____
 Del Charge _____
 Less Deposit _____
 Total \$0.00

(B = Bakery, S = Salads, P = Cooks, C = Catering) (To transfer detail to production sheet Ctrl. T) (Ctrl. Z)

Dept.	Description	Unit	Desc.	Price	Amount
	BEVERAGE TABLE				
	ICE WATER	2	Pumps		10.90
	HOT TEA				68.00
	COFFEE	87	PUMP	\$8.50	\$17.00
	ASST. BAGLES AND MUFFINS	7	DOZ	\$7.00	\$49.00
	*KEEP BEVERAGES STOCKED ALL DAY				
				Total Invoice Due	\$66.90

We will bill for 95% of your guaranteed count given 48 hrs. prior to your event or actual attendance, whichever is greater.
 Please direct any questions to the Catering Dept. at 612-330-1126.

Augsburg College
Sodexo Marriott Services
2211 Riverside Box 80
Minneapolis, MN 55454

 Sodexo Marriott Service Representative

 Customer Signature

185

Education
and
Housing
Equity
Project

Request for Use of Facilities

Must be submitted to College Facilities Assistant, Christensen Center, X1104, CB #64
at least 5 working days in advance

Department or Name of Organization EHEP Date of Application _____

Registrant DICK LITTLE Telephone 330-1505

Campus Box _____ Off Campus Event _____
Room EAST COMMONS Building _____

Day Fri Date 1-22 ✓ Time 5:00pm a.m. or p.m. to 9pm a.m. or p.m.
Day SAT Date 1-23 ✓ Time 8am a.m. or p.m. to 4:30pm a.m. or p.m.
Day _____ Date _____ Time _____ a.m. or p.m. to _____ a.m. or p.m.
Day _____ Date _____ Time _____ a.m. or p.m. to _____ a.m. or p.m.
Day _____ Date _____ Time _____ a.m. or p.m. to _____ a.m. or p.m.

Type of Event _____ Expected Attendance 100-150 Event Time _____
(See other side for planning)

Physical Arrangements

Rooms are standard arrangement unless requested. All setups requiring rearrangement or special equipment must be finalized 5 working days before the event. Setups are completed one half hour prior to the event unless requested.

No. Tables _____	Stage _____ Size _____
No. Chairs _____	Chalkboard _____
Arrangement Style:	Lectern Only _____
Lecture _____	Newsprint Easel* _____
U-Shape _____	*Check in and out at Information Desk
Circle _____	Other _____
Dining <u>X</u>	Piano _____
Square _____	

For the services listed below, you must contact the departments directly:

- Information Technology - 1044
 - Lectern Microphone _____
 - Table Microphone _____
 - Floor Microphone _____
 - Overhead Proj/Screen _____
 - Slide Proj/Screen _____
 - VCR/Television _____
- Food Service - 1126
- Parking - 1566
- College Events Calendar & Website - 1180

Security - 1717
Time: Unlock _____
Lock _____

Please diagram special setup arrangement and Audio-Visual equipment placement below (or attach a sheet)

AV F+BS
-mic Dinner - Fri
OVERHEAD / SCREEN LUNCH - SAT (on the lawn?)
-TV/VCR
69/32
50%
81300

Office Use Only

Parking _____
Custodial _____
IT ✓
Athletic Dept. _____
Athletic Fac. _____
Music _____
Security _____
Food Service _____
Other _____

You are responsible for any changes the day of the event

White - Facilities Yellow - Food Service Pink - Confirmation

AUGSBURG



C•O•L•L•E•G•E

2211 Riverside Avenue
Minneapolis MN 55454 USA

Invoice No. 99-002

I.D. No. _____

Education & Housing Equity Project
% Augsburg College
2211 Riverside Avenue
Minneapolis, MN 55454

ATTN: Dick Little

Please make checks payable to Augsburg College and return a copy of the invoice with payment.

Balance Due _____

DATE INVOICED	DATE OF SERVICE	AMOUNT	TAXES:		BALANCE DUE
			Mpls.	MN	
March 8, 1999	February 1999				
	Adm. Assistant	\$ 287.43			
	Postage	10.01			
	Printing	40.14			
	Telephone	2.48			
	Tech Support	140.00			
	Supplies	27.34			
	Marriott	413.00			
	REnt	150.00			
	Total Due				\$ 1,070.40

Please remit to the above address

Mary A. Menard
Mary A. Menard
Accountant

The college will use a periodic monthly finance charge rate of _____% which corresponds to an annual percentage rate of _____% to compute the finance charge.

Should you discover an error in your statement bring it to our attention in writing within 30 days.

Balance due upon receipt of invoice.

Agenda with President Frame
EHEP - Augsburg Collaboration

1. Office and parking at East Hall / AUGSBURG POSTAL Address
2. Financial and accounting services - Jeff Swensen +
3. Payroll services and employee benefits / Augsburg system
Audit?
4. Board meetings at Christensen Center No charge? Cedar Room / Niche
5. EHEP Program and training events using the College facilities (VCR, overhead projector, etc.), food services, meeting spaces HALF RATE?
6. Augsburg representative on EHEP board of directors Crucial - who?
7. Phone, fax, e-mail, snail mail, copying, printing and computer services through College
College Network?
- ✓ 8. Creation of a Web Page - Augsburg assistance Laura Fratton, Chief / oversees
webpage dev.
- ✓ 9. Internship assignment with EHEP of Augsburg student LOIS OLSON
Sellers market -
- ✓ 10. Guest lecturing / part-time teaching assignment at college for EHEP director
- * 11. Articles or news pieces in the Augsburg Echo or other college publications / Barbara Nagle
PR function
* AUGSBURG NOW
- * 12. Augsburg community circle or sponsorship of other community circle events
- * 13. ASSIST. FROM COLLEGE DIR. OF DEVELOPMENT / IDA SIMON

OTHER ?

PUT TOGETHER AN INFO. PACKET FOR PRES.

Begin account: 1-80-00-81300-308-000	Selected status:	Begin date: 6/01/98
End account: 1-80-00-81300-308-000		Ending date: 8/31/98
Account desc.: Agency Fund Balance		
Beginning balance:	.00	
Posted balance:	232.97	
Unposted balance:	.00	
Current Balance:	232.97	

Account Number	Description	Date	Folio	Proj	Amount
1-80-00-81300-308-000	DICK MILLER PHONE	8/28/98	93		82.97
	Transaction Total: 1			Total Amount Shown:	82.97

** END OF REPORT **

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BUDGET DETAIL LISTING

9/11/98

PAGE

844

DEPARTMENT: Education & Housing Equity Project

BUDGET OFFICERS: Little,Dick

ACCOUNT #	DESCRIPTION	DESCRIPTION	DATE	POSTED BALANCE
1-80-00-81300-308-000	Agency Fund Balance DICK MILLER PHONE		98/08/28	82.97
TOTAL FOR 1-80-00-81300-308-000				82.97
DEPARTMENT TOTAL:				82.97

Deck Little
CB

BUDGET DETAIL LISTING

1/12/99

PAGE

525

DEPARTMENT: Education & Housing Equity Project

BUDGET OFFICERS: Little,Dick

ACCOUNT #	DESCRIPTION	TRANSACTION DETAIL		POSTED BALANCE
		DESCRIPTION	DATE	
1-80-00-81300-308-000	Agency Fund Balance			
	EDUCATION & HOUSING EQUITY PROJECT RENT	98/12/10		150.00
	LONG DISTANCE FAXES	98/12/11		3.38
	LONG DISTANCE FAXES	98/12/31		2.40
	TOTAL FOR 1-80-00-81300-308-000			155.78
				=====
	DEPARTMENT TOTAL:			155.78

DEPARTMENT: Education & Housing Equity Project

BUDGET OFFICERS: Little, Dick

ACCOUNT #	DESCRIPTION	DESCRIPTION	DATE	POSTED BALANCE
1-80-00-81300-308-000	Agency Fund Balance			
	While you wait		99/02/04	8.30 ✓
	P	1 Pieces	99/02/05	.55 ✓
	Envelopes/paper LITTLE		99/02/05	15.15
Barnes and No	Bookstore Charges January 28, 1999		99/02/05	6.13
Artcraft Engr	signs		99/02/05	31.50 ✓
	P	1 Pieces	99/02/10	.77 ✓
Marriott Food	w/e 1-28-99		99/02/11	42.00
Marriott Food	w/e 1-28-99		99/02/11	371.00
Barnes and No	Bookstore Charges Febraury 12, 1999		99/02/17	6.06
	P	23 Pieces	99/02/18	8.69 ✓
	TECH SUPPORT		99/02/19	140.00 ✓
	EDUCATION & HOUSING EQUITY PROJECT RENT		99/02/23	150.00 ✓
	P ADM.ASSISTANT	871 Pieces	99/02/26	287.43 ✓
	While you wait		99/02/26	.34 ✓
	LONG DISTANCE FAXES FEBRUARY		99/02/28	2.48 ✓
TOTAL FOR 1-80-00-81300-308-000				1,070.40

DEPARTMENT TOTAL: 1,070.40

Adm Assiat. 287.43 ✓
Postage 10.01 ✓
Printing 40.14 ✓
Telephone 2.48 ✓
Tech Support 140.00 ✓
Supplies 27.34 ✓
Marriott 413.00 ✓
Rent 150.00 ✓
1070.40