



Special Collections and University Archives

**Record Group 56
University Business Records**

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Last Modified August 22, 2022**

**Indiana University of Pennsylvania
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**University Business Records; Record Group 56
Indiana University of Pennsylvania, Special Collections and Archives
12 boxes, 22 ledgers, 34 linear feet**

Scope and Content Note

The collection Business Records from 1874 to the 1990s.

Processor Note

Collection was re-housed and finding aid updated by Special Collections staff, 2009.

Content List

Series A: Business Records

Box 1

1. Canceled Checks, 1881-1883, 1885
2. Canceled Checks, 1907-1909
3. Check Book Ledgers, 1907-1908

Series A: Business Records

Box 2

1. Check Book Ledger, 1908-1911
2. Check Book Ledger, 1914
3. Check Book Ledger, 1917-1918

Series A: Business Records

Box 3

1. Bursar's Correspondence 1929-1937, 1943-1944
2. Business Instructions Regarding Material to be Ordered, August 19, 1929
3. Food Ration Check Books (7), 1943-1945
4. Ration Deposit Slip Credits

Series A: Business Records

Box 4

1. Ration Stamps (12 envelopes)
2. Canceled Ration Checks, 1943-1945
3. Food Ration Correspondence, 1943-1947

Series A: Business Records

Box 5

1. Accounts Payable (Sampling) 1915, 1919, 1927, 1933-1934, 1939, 1943-1945

Series A: Business Records

Box 6

1. Business Office, Form A, Annual List of Faculty Participants in the State Retirement Fund, 1928, 1935, 1937
2. Business Office, Daily Report of Special Charges and Collections, Summer 1934
3. National Youth Administration, Correspondence, 1937-1938

4. Normal School Budgets, 1921-1929
5. Departmental Budgets, 1968-1969
6. Budget Requests, 1975-1976, 1980-1981
7. Budget Requests, Supporting Information, 1981-1982
8. Annual financial Report, 1975
9. Budgetary Operations, Excerpt from Finance Section of Admin Manual
10. Cost Code Centers
11. Pamphlets and Brochures
12. Finance Division, 1984

Series A: Business Records**Box 7 Budgets**

1. Vocational Education Budget, 1951-1953
2. Repair Act 72A, General Assembly Act 72A
3. Vocational Education Budget, 1949-1951
4. Revenue Budget, 1947-1948
5. Disbursement Budget, 1947-1948
6. Expenditure Budget, 1947-1949
7. Disbursement and Revenue Budget, 1947-1948
8. Work Sheets Budget, 1947-1948
9. Vocational Education, 1947-1948
10. Legislative Proposals, 1945
11. Disbursement Budget, 1945-1946
12. Disbursement Budget, 1945-1946
13. Disbursement Budget, 1945-1947
14. Disbursement Budget, 1945-1946
15. Revenue Budget, 1945-1946
16. Revenue Budget, 1948-1949
17. Disbursement Budget, 1948-1949
18. Disbursement Budget, 1948-1949
19. Vocational Education
20. Vocational Education, 1953-1954
21. Vocational Education, 1954-1955
22. Vocational Education, 1955-1956
23. Vocational Education, 1956-1957
24. Department of Property and Supply
25. Biennial Revenue Budget, 1935-1937
26. Disbursement Budget, 1935-1936
27. Vocational Appropriation Budget, 1935-1936
28. Vocational Budget Additional, 1935-1936
29. Revised Disbursement Budget, 1933-1936
30. Disbursement Budget, 1934-1935
31. Vocational Budget, 1934-1935
32. Revised Disbursement Budgets, 1934-1935
33. Revenue Budget, 1931-1932
34. Expenditure Budget, 1931-1932

35. Additional Appropriation of \$12,000 to Science Department, 1931-1932
36. Revenue Budget, 1932-1933
37. Biennial Budget, 1935-1937
38. Revenue Budget, 1935-1936
39. Revised Revenue Budget, 3-18-1936
40. Correspondence with Saul Waxler Chippewa House
41. Dr. Kipp Seminole House
42. Anthony Rellick Locust House
43. Spadafora, Cecil Wyoming House
44. Joseph Sutilla Alganquin House, Conestoga House, Grant House
45. Dr. John Watchko Chicksaw House
46. American Association for the Advancement of Science
47. General State Authority, Items and Budget
48. General State Authority, New Projects, 1952
49. IUP Finance Division: Brochures and Pamphlets
50. Financial Statements, 1990-1991
51. Common Cost Accounting Report, 1990-1991
52. Finance Division Internal Self-Study Report, 1985-1986
53. General Fund Budget Report, 1996

Series A: Business Records**Box 8 Reports**

1. Department of Revenue, 1944-1956
2. Department of Revenue, 1940-1944
3. Department of Revenue, 1939-1961
4. Grant House and Rellick House Rental, 1955-1961
5. Dorm Capacity, Enrollment Files, 1943-1946
6. Vocational Appropriation Symbol, 1953
7. Vocational Appropriation Symbol, 1953
8. Purchase Requests Wilber Emmert
9. Buildings and Grounds, Evaluation Report
10. Buildings and Grounds, Evaluation Report

Series A: Business Records**Box 9 Budgets and Records**

1. Vocational Teacher Training Budget, 1932-1933
2. Disbursement Budget, 1932-1933
3. Biennial Period Closing, 1943-1945
4. Biennial Revenue Budget, 1945-1947
5. Biennial Disbursement Budget, 1945-1947
6. Vocational Education Budget, 1945-1946
7. Disbursement Budget, 6-1-1942 to 5-31-1943
8. Biennial Revenue Budget, 1943-1945
9. Biennial Budget, 1943-1945
10. Vocational Education Budget, 1943-1944
11. Disbursement Budget, 1943-1944

12. Revenue Budget, 1943-1944
13. Disbursement Budget, 1944-1945, 1943-1945
14. Revenue Budget, 1944-1945
15. Disbursement Budget, 6-1-1941 to 5-31-1942
16. Revenue Budget, 6-1-1941 to 5-31-1942
17. Revenue Budget, 6-1-1942 to 5-31-1943
18. Biennial Disbursement Budget, 1933-1935
19. Revenue Estimates, 1933-1935
20. Budget, 1933-1935, Based on Suggested Standards as set up by President of State Teachers College Budget Figured for on year on this Basis
21. Revenue Budget, 1933-1934
22. Disbursement Budget, 1933-1934
23. Vocational Appropriation, 1933-1934
24. Revenue Budget, 1934-1935
25. Revised Revenue Budget, 1934-1935
26. Department of Public Instruction
27. Revised Budget, August 31, 1946, Expenditures & Receipts
28. Revenue Budget, 1946-1947
29. Disbursement Budget, 1946-1947, Reports and Worksheets Submitted, October 10, 1946
30. Disbursement Budget, December 1946 - May 1947
31. Vocational Education, 1946-1947
32. Revenue Biennial Budget, 1947-1949
33. Indiana State Teachers College (ISTC) Disbursement Biennial Budget Report, 1947-1949; and ISTC – Salary Adjustment, 1955-1956
34. Identification Cards (I-Card Office) Students and Employees (examples)
 - a. Indiana State College, 1959-1965

Series A: Business Records**Box 10**

1. Revenue Budget, 1955-1956
2. Disbursement Budget, June 1955 to May 1956
3. Disbursement Biennial Budget, 1955-1957
4. Disbursement Budget, June 1954 to November 1954
5. Disbursement Budget, December 1954 to May 1955
6. Biennial Revenue Budget, 1955-1957
7. Disbursement Budget, December 1949 to May 1950
8. Revenue Budget, 1950-51
9. Disbursement Budget 1950-1951
10. Revenue Budget, 1949-1950
11. Disbursement Biennial Estimates, 1949-1951
12. Revenue Biennial Budget, 1949-1951
13. Revenue Budget, June 1952 to May 1953
14. Disbursement Budget, June 1952 to November 1952
15. Disbursement Budget, December 1952 to May 1953
16. Biennial Budget, 1953-1955

17. Disbursement Biennial Budget, 1953-1955
18. Revenue Budget, June 1953 to May 1954
19. Revenue Budget, June 1954 to May 1955
20. Disbursement Budget, June 1953 to November 1953
21. Disbursement Budget, December 1953 to May 1954
22. Disbursement Budget, December 1950 to May 1951
23. Biennial Revenue Budget, 1951-1953
24. Disbursement Biennial Budget, 1951-1953
25. Revenue Budget, 1951-1952
26. Disbursement Budget, June 1951 to November 1951
27. Disbursement Budget, December 1951 to May 1952
28. Disbursement Budget, 1949-1951
29. Vocational Budget, 1939-1940
30. Revenue Budget, 1940-1941
31. Disbursement Budget, June 1940 to November 1940
32. Disbursement Budget, December 1940 to May 1941
33. Vocational Budget, 1940-1941
34. Biennial Budget, 1941-1943
35. Biennial Review Budget, 1941-1943
36. Vocational Budget, 1941-1943
37. Study Showing Amt. Necessary to Restore 10% Salary Cut, 1935-1937
38. Departmental Expenditures, June 1935 to June 1936
39. Revenue Budget, 1936-1937
40. Expenditure Budget, 1936-1937
41. Vocational Budget, 1936-1937
42. Budget Expenditures Worksheet, 1936-1937

Series A: Business Records**Box 11**

1. Biennial Revenue Budget, 1937-1939
2. Biennial Budget, 1937-1939
3. Disbursement Budget, 1937-1938
4. Revenue Budget, 1939-1941
5. Revenue Budget, 1939-1940
6. Disbursement Budget, 1939-1940
7. Revenue Budget, 1956-1957
8. Disbursement Budget, June 1956 to May 1957
9. Revised Budget, 1957
10. Fee Study, January 1951 to November 1951
11. Revised Budget, 1958-1959
12. Biennial Budget, 1957-1959
13. Budget, 1957-1959 and Biennial Period, 1957-1959

Series A: Business Records**Box 12 Audit Reports (38 folders)**

1. Audit Report, Indiana State Normal School (ISNS), Audit as of August 31, 1918

2. Audit Report, Indiana State Normal School, June 1, 1925-May 31, 1927
3. Audit Report, State Teachers College, 1927-1929 (July 16, 1930)
4. Audit Report, Indiana State Teachers College, June 1, 1929-May 31, 1930
5. Audit Report, Indiana State Teachers College, June 1, 1930-May 31, 1931 (May 5, 1932)
6. Audit Report, Indiana State Teachers College, June 1, 1931-May 31, 1932
7. Audit Report, Indiana State Teachers College, June 1, 1932-May 31, 1933
8. Audit Report, Indiana State Teachers College, June 1, 1933-May 31, 1934
9. Audit Report, Indiana State Teachers College, June 1, 1934-May 31, 1936
10. Audit Report, Indiana State Teachers College, June 1, 1936-May 31, 1938
11. Audit Report, Indiana State Teachers College, June 1, 1938-May 31, 1939
12. Audit Report Letter, Indiana State Teachers College, June 1, 1939-July 31, 1939
13. Audit Report, Indiana State Teachers College, June 1, 1939-May 31, 1940
14. Audit Report, Indiana State Teachers College, June 1, 1940-May 31, 1941
15. Audit Report, Indiana State Teachers College, June 1, 1941-May 31, 1942
16. Audit Report, Indiana State Teachers College, June 1, 1942-May 31, 1944
17. Audit Report, Indiana State Teachers College, June 1, 1944-May 31, 1945
18. Audit Report, Indiana State Teachers College, June 1, 1945-May 31, 1947
19. Audit Report, Indiana State Teachers College, June 1, 1947-May 31, 1948
20. Audit Report, Indiana State Teachers College, June 1, 1948-May 31, 1949
21. Audit Report, Indiana State Teachers College, FY ending May 31, 1950
22. Audit Report, Indiana State Teachers College, FY ending May 31, 1951
23. Audit Report, Indiana State Teachers College, FY ending May 31, 1952
24. Audit Report, Indiana State Teachers College, FY ending May 31, 1953
25. Audit Report, Indiana State Teachers College, FY ending May 31, 1954
26. Audit Report, Indiana State Teachers College, FY ending May 31, 1955
27. Audit Report, Indiana State Teachers College, FY ending May 31, 1956
28. Audit Report, Indiana State Teachers College, FY ending May 31, 1957
29. Audit Report, Indiana State Teachers College, FY ending May 31, 1958
30. Audit Report, Indiana State Teachers College, FY ending May 31, 1959
31. Audit Report, Indiana State Teachers College, FY ending May 31, 1960
32. Audit Report, Indiana State Teachers College, FY ending May 31, 1961
33. Audit Report, Indiana State Teachers College, FY ending June 30, 1962
34. Audit Report, Indiana State Teachers College, FY ending June 30, 1963
35. Audit Report, Indiana State Teachers College, FY ending June 30, 1964
36. Audit Report, Indiana State Teachers College, FY ending June 30, 1965
37. Audit Report, Indiana State Teachers College, FY ending June 30, 1966
38. Audit Report, Indiana State Teachers College, FY ending June 30, 1967

Series A: Business Records**Box 13 Audit Reports (6 folders)**

1. Financial Statements, Indiana University of Pennsylvania of the State System of Higher Education, 2003-2005
 - a. Financial Statements, Indiana University of Pennsylvania of the State System of Higher Education, FY ending June 30, 2003

- b. Financial Statements, Indiana University of Pennsylvania of the State System of Higher Education, FY ending June 30, 2004
 - c. Financial Statements, Indiana University of Pennsylvania of the State System of Higher Education, FY ending June 30, 2005
2. Financial Statements, Indiana University of Pennsylvania of the State System of Higher Education, 2006-2007 and 2009
 - a. Financial Statements, Indiana University of Pennsylvania of the State System of Higher Education, FY ending June 30, 2006
 - b. Financial Statements, Indiana University of Pennsylvania of the State System of Higher Education, FY ending June 30, 2007
 - c. Financial Statements, Indiana University of Pennsylvania of the State System of Higher Education, FY ending June 30, 2009
3. Administration and Finance Division: Annual Report, 2013-2014 and 2015-2016
4. Administration and Finance Division: *A&F News* (newsletter)
5. Building Foundations for the Future, Tuition Cost Comparisons, 2015-2016
6. Indiana University of Pennsylvania (IUP) Mid-Year Budget Report, Fiscal Year 2008-2009

Series B: Computer Center (moved to Record Group 91)

Series C: Ledgers

1. Ledger, State Aid, Student Signatures, 1874-1908
2. Ledger, State Aid, Student Signatures, 1901-1910
3. Ledger, State Aid, Student Signatures, 1910-1915
4. Ledger, State Aid, Student Signatures, 1915-1920
5. Ledger, State Aid, Student Signatures, 1920-1921
6. Ledger, Accounts Receivable, 1876-1877
7. Ledger, Accounts Receivable, 1878-1893
8. Ledger, Accounts Receivable, 1883-1889
9. Ledger, Accounts Receivable, 1889-1898
10. Ledger, Accounts Receivable, 1895-1901
11. Ledger, Accounts Receivable, 1902-1907
12. Ledger, Accounts Receivable, 1907-1909
13. Ledger, Accounts Receivable, 1878-1889
14. Ledger, Accounts Receivable, 1889-1899
15. Ledger, Accounts Receivable, 1899-1906
16. Ledger, Accounts Receivable, 1907-1909
17. Ledger, Accounts Receivable, 1909-1910
18. Ledger, Cash Book, 1878-1887
19. Ledger, Cash Book, 1887-1894
20. Ledger, Cash Book, 1894-1902
21. Ledger, Cash Book, 1902-1909
22. Ledger, Cash Book, 1909-1910

Oversized Framed Items (2 items) in filing cabinet

1. Letters and Invoice from Pittsburgh Gage & Supply Company to Indiana State Normal School, 1926:
 - a. From J. G. Reuter, Treasurer, Pittsburgh Gage & Supply Company to Indiana State Normal School, October 8, 1926, regarding an invoice for \$355.21
 - b. From J. G. Reuter, Treasurer, Pittsburgh Gage & Supply Company to Indiana State Normal School, October 20, 1926