



2324302

Customer Name & Address  
Tel. #

Ship to Address if Different

Order Date: Dec 22/92 Deliver Promise Date Taken By: [Signature]

SPECIAL INSTRUCTIONS - COMMENTS

OFFICE DEPOT  
UNIT 500 3803 CALGARY TRAIL S.  
EDMONTON, AB T6J 5M8  
(403) 437-7610  
GST REGISTRATION NUMBER: 131845182  
6 TEL.MKT 5985 0711 002  
12/22/92 15:52  
ORDER # 1517309  
PAYMENT 179.64  
ACCOUNT NUMBER 4034928950  
CHEQUE 179.64  
APPROVAL CODE 6  
12/22/92 15:55

SALE TYPE PU. TAX EXEMPT SPEC. ORDER C.C. RETURN DEL.

I, THE PURCHASER IDENTIFIED ABOVE, CLAIM AN EXEMPTION FROM PAYMENT OF SALES TAXES FOR THE PURCHASE OF TAXABLE ITEMS DESCRIBED ON THE REGISTER IMPRINT FOR THE FOLLOWING REASON:

- RESALE EDUCATIONAL INSTITUTION
RENTAL OR LEASING PAY ALL TAXES DIRECTLY TO STATE
NON PROFIT OR RELIGIOUS GROUP OTHER

Table with columns: S.K.U., QTY., U/M, DESCRIPTION, SELL PRICE

TOTAL SALE 179.64

DEPOSIT AMT. PICKED BY
BALANCE DUE VERIFIED BY
CUSTOMER SIGNATURE RECEIVED BY & DATE

[Handwritten signature]

\*\*\* I N V O I C E \*\*\*

OFFICE DEPOT  
1-800-685-8800

\*\*\*\*\*  
Order Number : 1517309 Customer Number: 11598025  
Route Number : 000 Store Number : 0711  
Order date : 21 Dec 1992 P.O. Number :  
Delivery Date : Pickup/Delivery: Pickup  
Preferred Time: 8:30:00 AM - 5:00:00 PM

===== S o l d T o ===== S h i p T o =====  
WOMEN'S RESEARCH CENTRE WOMEN'S RESEARCH CENTRE  
11043-90 AVENUE 11043-90 AVENUE  
EDMONTON AB T6G-1A6 EDMONTON AB T6G-1A6

\*\*\*\*\*  
\* Phoned By : 403-492-8950 NOREEN BELL \*  
\*\*\*\*\*

\*\*\*\*\*

*SKU	Item Description	Order Qty	Ship Qty	Unit Price	Total* Cost*
368720	HIGHLAND POST IT 1.5X2YEL	1	1	2.39	2.39
395301	8.5X11 WHITE GUM TOP PAD	1	1	3.34	3.34
415380	4PK 3M MAGIC TPE 3/4X1296	1	1	7.89	7.89
322305	ACCO-3HOLE 10-SHEET PUNCH	2	2	5.99	11.98
103986	DOUBLE EDGE WDN 12IN/30CM	2	2	1.26	2.52
371633	STAPLER FULL STRIP	2	2	5.99	11.98
361709	BOSTITCH STAPLES 3-PK	2	2	2.30	4.60
450783	WITE OUT FOR EVERYTHIN 3P	1	1	2.70	2.70
822643	TELEPHONE SHOULDER REST	1	1	4.18	4.18
441634	GOOSENECK DESK WHITE	1	1	9.82	9.82
401034	AUDIO HF90 4 PK	1	1	7.39	7.39
805564	PENCIL SHARPNR ELECTRIC/B	1	1	20.88	20.88
103713	7 IN/18CM STRAIGHT KLNCT	1	1	5.26	5.26
811158	DIXON TICONDEROGA HB	1	1	1.98	1.98
462697	TORCHIER FLOOR LAMP	1	1	39.98	39.98
310052	BILL SAVER MAUVE/GR	2	2	12.74	25.48

\*\*\*\*\*

B

\*\*\* I N V O I C E \*\*\*

OFFICE DEPOT  
1-800-685-8800

*SKU	Item Description	Order Qty	Ship Qty	Unit Price	Total* Cost*
750952	MINI SORTER 25% RECYCLED	1	1	2.76	2.76
373266	MINI SORTER SLATE BLUE	1	1	2.76	2.76

Item Totals ....	23	23		167.89
GST .....				11.75
				=====
Total Amount .....				179.64
Balance Due ----->				179.64

Method of Payment .....Cheque

Thank-you For Buying CANADIAN OFFICE DEPOT Products.

Signature *Noreen Bell* Cartons Delivered 3

Please Print *Noreen Bell*



# Easy Order Fax Form

**Photocopy this form and Fax to: 1-800-685-5010**

If you wish to confirm receipt call 1-800-685-8800, 4 hours after faxing

**TO ENSURE PROPER HANDLING, ALL SECTIONS MUST BE COMPLETED**

Your Telephone # (403) 492-8950 Customer ID # \_\_\_\_\_

Company Name Women's Research Centre Your Fax # 492-1186

Address 11043-90 Avenue

City Edmonton Province AB Postal Code T6G1A6

Contact Name Noreen Bell P.O. # \_\_\_\_\_

Method of Payment	
<input type="checkbox"/> Cash	Customer: This section must be completed for your order to be processed.
<input checked="" type="checkbox"/> Cheque	
<input type="checkbox"/> Bank Card # _____	Exp. _____
<input type="checkbox"/> Store Charge # _____	

Pick-up/Exact store for Pick-up \_\_\_\_\_ (Please allow 4 hours for Pick-ups, up to 8 PM)  
(Address on back cover)

Delivery Address \_\_\_\_\_ Date \_\_\_\_\_  
(If different from above)

Comments.

Is this a new order? Yes  No  Is this an addition to an existing order? Yes  No  Are substitutions acceptable? Yes  No

Page	Item #	Quantity	Price	Description	
1	8	368-720	112pk	2.39	1 1/2 x 2 yellow post its
2	10	395-301	1doz	3.34	8 1/2 x 11 white
3	24	415-380	4pk	7.89	3M Scotch Magic tape
4	46	322-305	2	5.99	3 hole punch
5	48	103-986	2	1.26	double edged ruler
6	50	371-633	2	5.99	large stapler
7	52	361-709	23pk	2.30	staples
8	172	450-783	13pk	2.70	white out for everything
9	147	822-6431	1	4.18	shoulder rest (telephone)
10	193	<del>441</del> 634	1	9.82	desk lamp
11	146	401-034	1	7.39	4pk of Sony Audio tapes
12	49	805-564	1	20.88	Electric pencil sharpener
13	47	103-713	1	5.26	scissors
14	<del>82</del>	<del>841-1252</del>	<del>1</del>	<del>9.7</del>	<del>_____</del>
15	82	811-158	1	1.98	pencils
16	195	462-697	1	39.98	Floor tochiere
17	16	310-852	2	12.74	bill organizer
18	56	750-952	1	2.76	mini-sorter
19	56	373-266	1	2.76	mini-sorter
20					
21					
22					

**30 Day Return Policy With Receipt**

Sorry, but we are unable to ship backorders. If an item on your order is not available at time of shipment, please reorder. Thanks!



179.64

151 7309 ← Order conf.  
#

Calgary Trail Store



Order  
printer   
tapes







**INDENT**  
FOR INTERNAL USE ONLY

July '90

535906

TO (CENTRAL STORES OR OTHER DEPT.) DATE  
*GENERAL STORES 28 July 90*

DELIVER TO (ROOM & BLDG)  
*WOMEN'S RESEARCH CNTR  
 % WOMENS PROGRAM  
 11019 - 90 AVE*

WILL PICK UP

JOB		W/O		FILLED BY	
ACCOUNT CREDITED					
MAJOR	INTERMEDIATE	MINOR	MEMO		
ACCOUNT NUMBER					
<i>64</i>	<i>01131</i>	<i>4294</i>			
MAJOR	INTERMEDIATE	MINOR	MEMO		
TRUST TITLE					

STATUS OF ITEMS NOT SHIPPED

CHARGE TO

QUANTITY	UNIT	CATALOG NUMBER	DESCRIPTION	SHIPPED	CD	%	UNIT	PRICE	EXTENSION
<i>2</i>	<i>Box</i>	<i>HE597</i>	<i>#9 WHITE ENVELOPES (NO INSIGNIA)</i>						
			<i>RETURNING - 2 BOXES #10 KRAFT ENVELOPES FOR CREDIT - WE ORDERED WRONG TYPE</i>						

FOR INFORMATION CALL *EILEEN* TELEPHONE *8950* (MESSAGE)

DEPARTMENT *WOMEN'S RESEARCH CENTRE*

UA PURCHASING 808

SIGNED

AUTHORIZING SIGNATURE *[Signature]* TOTAL

**X**

535906

DELIVERED BY RECEIVED BY





**INDENT**  
FOR INTERNAL USE ONLY

JULY '90

667961

TO (CENTRAL STORES OR OTHER DEPT.) DATE  
 CENTRAL STORES 300790

DELIVER TO (ROOM & BLDG)

CREDIT

WILL PICK UP

JOB	W/O	FILLED BY
ACCOUNT CREDITED		78
MAJOR	INTERMEDIATE	MINOR
ACCOUNT NUMBER		MEMO
MAJOR	INTERMEDIATE	MINOR
TRUST TITLE		

CHARGE TO

STATUS OF ITEMS NOT SHIPPED

QUANTITY	UNIT	CATALOG NUMBER	DESCRIPTION	SHIPPED	CD	%	UNIT	PRICE	EXTENSION
		HE 600	4 1/8" x 3 1/2" Kraft Brown Envelopes	1,000			EA		
			ORIGINAL INDENT # 535 902						
			DELIVERY DATE = 260790						
			REASON : ORDERED IN ERROR.						

FOR INFORMATION CALL TELEPHONE  
 EILEEN 8950

DEPARTMENT SIGNED  
 Women's Research Centre

AUTHORIZING SIGNATURE TOTAL

X

UA PURCHASING 808  
667961

DELIVERED BY RECEIVED BY  
[Signature]





# INDENT

FOR INTERNAL USE ONLY

25 July 90 **JULY 190** 535902

STATUS OF ITEMS  
NOT SHIPPED

TO (CENTRAL STORES OR OTHER DEPT.) DATE  
*GENERAL STORES*

DELIVER TO (ROOM & BLDG)  
*WOMEN'S RESEARCH CENTRE  
 9<sup>th</sup> WOMEN'S PROGRAM  
 11019-90 Ave*

WILL PICK UP

CHARGE TO

JOB \_\_\_\_\_ W/O \_\_\_\_\_ FILLED BY \_\_\_\_\_

ACCOUNT CREDITED \_\_\_\_\_

MAJOR	INTERMEDIATE	MINOR	MEMO
ACCOUNT NUMBER			
MAJOR	INTERMEDIATE	MINOR	MEMO
TRUST TITLE			

*104 01131 4294*

QUANTITY	UNIT	CATALOG NUMBER	DESCRIPTION	SHIPPED	CD	%	UNIT	PRICE	EXTENSION
<i>2</i>	<i>EOI</i>	<i>HE600</i>	<i>KRAFT #10 ENVELOPE</i>						

FOR INFORMATION CALL *EILLEN SIKAN* TELEPHONE *8950 Wed. 1-4 3093*

DEPARTMENT *WOMEN'S RESEARCH CENTRE*

SIGNED

AUTHORIZING SIGNATURE \_\_\_\_\_ TOTAL \_\_\_\_\_

**X**

UA PURCHASING 808  
**535902**

DELIVERED BY \_\_\_\_\_ RECEIVED BY \_\_\_\_\_











# INDENT

FOR INTERNAL USE ONLY

Aug 29/90

AUG '90

535905

TO (CENTRAL STORES OR OTHER DEPT.) DATE  
 GENERAL STORES 24 Aug 90

DELIVER TO (ROOM & BLDG)  
 WOMEN'S RESEARCH CENTRE  
 11043 - 90 AVE

WILL PICK UP

JOB	W/O	FILLED BY	
		77	
ACCOUNT CREDITED			
MAJOR	INTERMEDIATE	MINOR	MEMO
ACCOUNT NUMBER			
64 01131		4294	
MAJOR	INTERMEDIATE	MINOR	MEMO
TRUST TITLE			

STATUS OF ITEMS NOT SHIPPED

CHARGE TO

QUANTITY	UNIT	CATALOG NUMBER	DESCRIPTION	SHIPPED	CD	%	UNIT	PRICE	EXTENSION
		HC 621	ENVELOPES 5 7/8 x 9 3/8	500			CA		

FOR INFORMATION CALL TELEPHONE  
 EILEEN / KAREN — 8950

DEPARTMENT

SIGNED

AUTHORIZING SIGNATURE TOTAL

X

UA PURCHASING 808

535905

DELIVERED BY RECEIVED BY







# UNIVERSITY OF ALBERTA PURCHASE ORDER

VENDOR CODE 1218 M06387

REQUISITION NUMBER

ORDER NUMBER 11998C-M

VENDOR NORTHWEST DIGITAL  
10640 - 170 ST.  
EDMONTON, AB  
T5S 1P3

DATE MAY 07 1992  
F.O.B. SHIPPING POINT  
TERMS NET 30 DAYS  
G.S.T. A - Taxable

DELIVERY ADDRESS  
EDUCATIONAL FOUNDATIONS  
5-109 ED NORTH  
EDMONTON, AB T6G 2R3  
MARILYN ASSHETON-SMITH

BUYER LORRAINE ULMER

ITEM	QUANTITY/UNIT	DESCRIPTION	PRICE/UNIT	EXTENSION
1	1	H-P INK JET DESK WRITER PRINTER, BLACK ONLY		433.00
2	1	REPLACEMENT INK JET CARTRIDGE		20.00
3	1	PRINTER TO COMPUTER CABLE		15.00
4		PLUS 7% G.S.T.		32.76
<b>TOTAL</b>				<b>500.76</b>

*Handwritten notes:*  
 Delivery in 5 weeks  
 Betty Cash  
 500.00  
 490.00  
 DO NOT DUPLICATE  
 CONFIRMATION OF ORDER PLACED BY TELEPHONE  
 MAY 5, 1992  
 VOID

INVOICE DATE	INVOICE NUMBER	AMOUNT	INVOICE DATE	INVOICE NUMBER	AMOUNT
A			C		
B			D		
					TOTAL

INVENTORY ACCOUNT(S) 64 01131 9310 D 500.76 ORDER NUMBER 11998C-M

UA Materials Management 202





11988C-N  
MAY 07 1987  
SHIPPING POINT  
NET 30 DAYS  
A - Alberta

1518  
NORTHWEST DIGITAL  
10400 - 170 ST.  
EDMONTON, AB  
T6A 1P3

EDUCATIONAL FOUNDATIONS  
2-109 80 NORTH  
EDMONTON, AB T6A 2R3  
MARILYN ASBETON-BRYE

FORWARD NUMBER

ITEM	QUANTITY	DESCRIPTION	PRICE UNIT	EXTENSION
1	1	H-7 INK JET DESK WRITER PRINTER, BLACK ONLY		433.00
2	1	REPLACEMENT INK JET CARTRIDGE		20.00
3	1	PRINTER TO COMPUTER CABLE		15.00
4				32.76
<b>INSTRUCTIONS TO REQUISITIONER</b>				500.76
				TOTAL

1. CHECK THIS ORDER AGAINST YOUR REQUISITION REFERENCE TO ENSURE QUANTITIES, DESCRIPTION AND ACCOUNT NUMBER ARE CORRECT.
2. AS INVOICES ARE RECEIVED, CHECK PRICES AGAINST THOSE SHOWN ON THIS ORDER. RETAIN COPY OF INVOICE FOR YOUR RECORDS.
3. IF THE ORIGINAL OF AN INVOICE IS RECEIVED, IT MUST BE APPROVED BY THE ACCOUNT AUTHORITY AND MAILED PROMPTLY TO THE PURCHASING DIVISION, MATERIALS MANAGEMENT DEPARTMENT.
4. DIRECT INQUIRIES OR REPORT DISCREPANCIES TO THE APPROPRIATE BUYING UNIT.

INVOICE DATE	INVOICE NUMBER	INVOICE TOTAL	AMOUNT	AMOUNT PAID	AMOUNT DUE

M 06387

THIS NUMBER OR THE FIRST SIX CHARACTERS OF ANY NUMBER SUBSTITUTED HERE WILL APPEAR ON THE PURCHASE ORDER.



UNIVERSITY OF ALBERTA  
PURCHASE REQUISITION  
THIS IS NOT AN ORDER

DATE  
May 04 / 92

SUGGESTED SUPPLIERS  
Northwest Digital  
10640 170 St., Edmonton  
Ph: 486-3598

TO BE DELIVERED TO  
Educational Foundations  
5-109 Ed. North  
Marilyn Assheton-Smith  
DATE REQUIRED  
ASAP

QUANTITY & UNIT	CATALOG NUMBER	DESCRIPTION & PRICE
1		H-P Ink Jet Desk Writer Printer, Black only - \$433.00 + GST
1		Replacement Ink Jet Cartridge - \$21.00 + GST
1		Printer to computer cable - \$15.00 + GST

THIS IS NOT AN ORDER

INQUIRIES TO  
Marilyn Assheton-Smith  
ACCOUNT NUMBER(S)  
64-01131-9310  
DEPARTMENT  
Women's Research Centre  
ESTIMATED TOTAL VALUE  
\$ 469.00 + GST



M 06387

THIS NUMBER OR THE FIRST SIX CHARACTERS OF ANY NUMBER SUBSTITUTED HERE WILL APPEAR ON THE PURCHASE ORDER.



UNIVERSITY OF ALBERTA  
PURCHASE REQUISITION  
THIS IS NOT AN ORDER

DATE  
May 04 / 92

SUGGESTED SUPPLIERS

Northwest Digital  
10640 170 St., Edmonton  
Ph: 486-3598

TO BE DELIVERED TO

Educational  
5-109 Ed. A  
Marilyn Asshe

*Marilyn - I took a copy of this for my own records. Sherry*

QUANTITY & UNIT      CATALOG NUMBER

1

1

1

*cartridge -  
- + GST  
Printer to computer cable - \$15.00 + GST*

INQUIRIES TO

Marilyn Hosheton-Smith

4229

ACCOUNT NUMBER(S)

64-01131 - 9310

DEPARTMENT

Women's Research Centre

ESTIMATED TOTAL VALUE

\$ 489.00 + GST

*Marilyn Hosheton-Smith*  
**Thomas A. Edge Archives**  
**Conservation copy**



to: *Noreen*

date: *DEC 09 1992*

from: *Trust, Equipment Inventory*

*As per our telephone conversation please attach the enclosed tag to your deskewriter.*

*Thank you  
Trust 6713*





# UNIVERSITY OF ALBERTA PURCHASE ORDER

OCT 23 1992

VENDOR CODE 1218 M06337

REQUISITION NUMBER

ORDER NUMBER 11998C-M

VENDOR NORTHWEST DIGITAL  
10640 - 170 ST.  
EDMONTON, AB  
T5S 1P3

DATE MAY 07 1992  
F.O.B. SHIPPING POINT  
TERMS NET 30 DAYS  
G.S.T. A - Taxable

DELIVERY ADDRESS  
EDUCATIONAL FOUNDATIONS  
5-109 ED NORTH  
EDMONTON, AB T6G 2R3  
MARILYN ASSHETON-SMITH

EQUIPMENT  
MAY 08 1992  
INVENTORY  
LORRAINE ULMER

*LIAM 8950*  
*McLean*

BUYER

ITEM	QUANTITY/UNIT	DESCRIPTION	PRICE/UNIT	EXTENSION
1	1	H-P INK JET DESK WRITER PRINTER, BLACK ONLY		433.00
2	1	REPLACEMENT INK JET CARTRIDGE		20.00
3	1	PRINTER TO COMPUTER CABLE		15.00
4		PLUS 7% G.S.T.		32.76
TOTAL				500.76

DELIVERY: 4 - 5 WEEKS

\*\*\*\*\*  
\*  
DO NOT DUPLICATE  
\* CONFIRMATION OF ORDER PLACED BY TELEPHONE \*  
MAY 5, 1992  
\*  
\*\*\*\*\*

*W*

*0205339*  
*HP*  
*2279A*

*MNPR*  
*3218502427*

*As per ITC - Research contact Marilyn*

INVOICE DATE	INVOICE NUMBER	AMOUNT	INVOICE DATE	INVOICE NUMBER	AMOUNT
A			C		
B			D		
					TOTAL

INVENTORY ACCOUNT(S) 64 01131 9310 D 500.76

ORDER NUMBER 11998C-M

DEPARTMENT EDUCATIONAL FOUNDATIONS

*SEP 23 1992*  
*Womens Research Centre*

2. NUMERIC FILE

LIA Materials Management 202



# INDENT

FOR INTERNAL USE ONLY

535914

TO (CENTRAL STORES OR OTHER DEPT.) *Campus Security* DATE *Oct 23/92*

DELIVER TO (ROOM & BLDG) *Education Carpark*

WILL PICK UP

JOB \_\_\_\_\_ W/O \_\_\_\_\_ FILLED BY \_\_\_\_\_

ACCOUNT CREDITED  
 MAJOR *39* INTERMEDIATE *49100* MINOR *0101* MEMO \_\_\_\_\_

ACCOUNT NUMBER  
 MAJOR *64* INTERMEDIATE *01131* MINOR *4201* MEMO \_\_\_\_\_

TRUST TITLE \_\_\_\_\_

STATUS OF ITEMS NOT SHIPPED

CHARGE TO

QUANTITY	UNIT	CATALOG NUMBER	DESCRIPTION	SHIPPED	CD	%	UNIT	PRICE	EXTENSION
			<i>Fee for Security for Nov 28/92</i>						
			<i>Humanities hec th. 1</i>						
			<i>Women Working for</i>						
			<i>Justice in the Workplace</i>						
			<i>with Edmonton</i>						
			<i>Working Women.</i>						

*Thank you!*  
*- Campus Security*

FOR INFORMATION CALL *Noreen Bell* TELEPHONE *8950*

DEPARTMENT *Women's Research Centre*

AUTHORIZING SIGNATURE \_\_\_\_\_ TOTAL *256.00*

SIGNED *X* *Noreen Bell*

DELIVERED BY \_\_\_\_\_ RECEIVED BY \_\_\_\_\_

UA PURCHASING #53  
**535914**



Distribution Charges For : EDUCATIONAL FOUNDATIONS

Date	T.O. Number	Caller	LM	Job #	W.O #	Account	Amount
22 OCT 1992	F01517					30 18500 4252	12.00
	PKG					From : 5-109 ED N. To : 248 CHEM MIN	
TOTAL FOR ACCOUNT 30 18500 4252							12.00
14 OCT 1992	F01205	NORREEN				64 01131 4252	44.00
	INTERNATIONAL MOVE					From : 11043-90 AVE	
TOTAL FOR ACCOUNT 64 01131 4252							44.00
TOTAL STATEMENT FOR EDUCATIONAL FOUNDATIONS							56.00

*Jim*  
*Choke both*  
*- I think the 3<sup>rd</sup> row  
is the 1<sup>st</sup> row  
... just  
to up this I send  
them a copy!*

PRINTING SERVICES  
 108 PRINTING SERVICES  
 PRINTING SERVICES BLDG  
 EDMONTON AB T6G 2N1

## STATEMENT OF ACCOUNT

STATEMENT DATE	ACCOUNT NO.
09/30/92	6401131

WOMENS RESEARCH  
 6401131  
 MISENER MARGETTS WOMENS RESEAR  
 U OF AL

1

DATE PAID \_\_\_\_\_ CHEQUE NO. \_\_\_\_\_ AMOUNT \_\_\_\_\_

TRANSACTION DATE	INVOICE NO.	DESCRIPTION	AMOUNT	BALANCE
<del>090492</del>	52276	28551	85.50	85.50
THIS STATEMENT IS FOR YOUR RECORDS ONLY. CHARGES WILL APPEAR ON YOUR GENERAL LEDGER. ?? CALL SUSAN @ 4246				
				TOTAL
				85.50





University of Alberta  
**Printing Services**  
**Duplicating Programme/Quick Print Requisition**  
**and other Price Listed Items**

Department Womens Research  
 Address \_\_\_\_\_  
 Name M. Smith Phone No. 8950  
 Chg. Acct. No. 64-01131-4282 Cash   
 Job Title \_\_\_\_\_

DOCKET NO. 52276 / 41408 m  
 Women's Res. No. 28551  
 Customer's Ref. \_\_\_\_\_  
 Date of Order Sept 14/92  
 Date Required \_\_\_\_\_  
 Deliver Attn. of \_\_\_\_\_  
 Bldg. Ed. NORTH Room 5-109  
 Will Pick-up  Phone \_\_\_\_\_

**Duplicating Programme**  **Book Copying**  Approval must be obtained from copy-right owner if required.  
 See back of Yellow Copy for definition  
 8 1/2 x 11  or 8 1/2 x 14  White Bond, Black Ink  
 No. of Originals 64 Copies of each 25  
 1 Side  Back to Back  Collate  Corner Staple Only

**Quick Print**  See back of Yellow Copy for definition **InstaPrint**   
 8 1/2 x 11  or 8 1/2 x 14  Paper Mayfair Ivory  
 No. of Originals 1 Copies of each 25  
 1 Side  Back to Back  Collate  Corner Staple Only   
 Reduction 65% 75% Variable  %

**Add'l Price List Items:** Punch: 3-Hole  2-Hole  Folding   
 Padding  Cutting  Shrink Wrap  Transparencies   
**Binding:** Cerlox  Tape  Fold/Saddle Stitch   
 Paste-up  PMT's  Letterhead 2nd shts  Copicards   
 Non-standard Paper \_\_\_\_\_

Add'l Information \_\_\_\_\_

**By signing this request you certify that all necessary Copyright Clearances and Consents have been obtained.**

Authorized Signature \_\_\_\_\_

**Office Use Only**  
 Press No. \_\_\_\_\_  
 Employ. No. \_\_\_\_\_  
 Collating  
 Sets \_\_\_\_\_ Copies \_\_\_\_\_

Dupl. Pr. Cost \_\_\_\_\_  
 Quick Print Cost \_\_\_\_\_  
 InstaPrint \_\_\_\_\_  
 Price List Items \_\_\_\_\_  
 Sub Total \_\_\_\_\_  
 G.S.T. \_\_\_\_\_  
 Total Cost \_\_\_\_\_  
 Check Cost  done by \_\_\_\_\_

**Add'l Cost Details**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Estimate \$ 85.50

**Press Run**  
 Mstr \_\_\_\_\_ Copies \_\_\_\_\_  
 F) 65 25  
 B) \_\_\_\_\_

Delivery Date \_\_\_\_\_  
 Delivery Slip No. \_\_\_\_\_  
 Received by \_\_\_\_\_  
**Note: Yellow - Customer's Copy**

17 38 SEP 14









WOMEN'S RESEARCH CENTRE

11043 - 90 AVENUE  
EDMONTON, ALBERTA T6G 2G5

207

April 29 1992

PAY TO THE  
ORDER OF

Women's Research Centre

\$ 1000.00

One Thousand

00 DOLLARS  
100

WOMEN'S RESEARCH CENTRE

CANADA TRUSTCO MORTGAGE COMPANY

10907 - 82ND AVENUE  
EDMONTON, ALBERTA T6G 0S7

To Acct # 64-01131

PER

Marilyn J. Crockett-Dunn

⑈0207⑈ ⑆13949⑆509⑆

501848⑆⑆⑆⑆

April 29/92

Received & Deposited Cheque

Kelly Hartley  
Auto Policy

# 1969.



PRINTING SERVICES  
 108 PRINTING SERVICES  
 PRINTING SERVICES BLDG  
 EDMONTON AB 940 86

## STATEMENT OF ACCOUNT

STATEMENT DATE	ACCOUNT NO.
10/31/91	6401131

MISENER/MARKETTS WOMEN'S  
 64 01131  
 11043 - 90 AVENUE  
 EDMONTON, ALBERTA T6

1

DATE PAID \_\_\_\_\_ CHEQUE NO. \_\_\_\_\_ AMOUNT \_\_\_\_\_

TRANSACTION DATE	INVOICE NO.	DESCRIPTION	AMOUNT	BALANCE
102191	25361	35338 Q	158.50	158.50
This statement is for your records only. Charges will appear on your General Ledger. ?? call Susan at 4246.				
				<b>TOTAL</b> 158.50







# JOURNAL VOUCHER

CONTROL NUMBER

THIS SPACE FOR USE BY JV CLERK ONLY

VOUCHER	PERIOD	TYPE	TRANS. DATE	BATCH ENTITY
J		T	YY MM DD	

PLEASE PRINT CLEARLY

### DEBITS

ACCOUNT NAME (DO NOT KEY)
CC SN ANNUAL FEMINIST

ACCOUNT NUMBER			
MAJ.	INTER.	MINOR	PROJECT
67306234201			

AMOUNT
54 21
54 21

REF. No.	LEDGER DESCRIPTION (40 CHAR MAX)
	TO 64-01131 SHARED COSTS

TOTAL DEBITS  
(CONTROL TOTAL)

### CREDITS

ACCOUNT NAME (DO NOT KEY)
COOR CTTEE WOMEN STUDIES

ACCOUNT NUMBER			
MAJ.	INTER.	MINOR	PROJECT
64011314201			

AMOUNT
54 21 -
54 21 -

REF. No.	LEDGER DESCRIPTION (40 CHAR MAX)
	FR 67-30623 SHARED COSTS

TOTAL CREDITS  
(DO NOT KEY)

REASON

*To transfer shared costs and close account 67-30623*

<p style="text-align: center; font-size: small;">SUBMITTING DEPARTMENT</p> <p>PREPARED BY <i>B. Albert</i> (Ph: <i>0759</i>) DATE <i>March 17</i> 19<i>92</i></p> <p>CHECKED BY _____ (Ph: _____) DATE _____ 19_____</p> <p style="text-align: center; font-size: x-small;">Supervisor</p>	<p style="text-align: center; font-size: small;">OFFICE OF THE COMPTROLLER ONLY</p> <p>CHECKED BY _____ DATE _____ 19_____</p> <p>APPROVED BY _____ DATE _____ 19_____</p> <p style="text-align: center; font-size: x-small;">Accountant/Supervisor</p>
--	---

67-30623 ASSHETON-SMITH M TRUST ACCOUNT: 67-30623 CC SN ANNUAL FEMINIST R-ASSHETON-SMITH M  
18500 EDUCATIONAL FOUNDATIONS

MINOR CODE	DESCRIPTION	-VOUCHER NUMBER-	JULY 1 CUMULATIVE TOTALS	----- CURRENT MONTH ----- INCOME EXPENDITURES	JULY 31 CUMULATIVE TOTALS
	OPENING BALANCE		54.21 C		54.21 C
ACCOUNT 67-30623	BALANCE		54.21 C	0.00 0.00	54.21 C

64-01131  
-4201  
Telephone

\*\*\*\*\*  
EFFECTIVE APRIL 1, 1991 OUR MONTHLY PRINTOUTS ARE BEING PRINTED ON  
8 1/2" X 11" WHITE BOND PAPER.  
THE LEDGER FORMAT HAS NOT CHANGED.  
IF YOU HAVE ANY QUESTIONS/CONCERNS, PLEASE CONTACT YOUR DEPARTMENTAL  
REPRESENTATIVE.  
\*\*\*\*\*

Should call Treasurer  
J.V.



67-30623 ASSHETON-SMITH M TRUST ACCOUNT: 67-30623 CC SN ANNUAL FEMINIST R-ASSHETON-SMITH M  
18500 EDUCATIONAL FOUNDATIONS

MINOR CODE	DESCRIPTION	-VOUCHER NUMBER-	AUGUST 1 CUMULATIVE TOTALS	----- CURRENT MONTH ----- INCOME EXPENDITURES	AUGUST 31 CUMULATIVE TOTALS
	OPENING BALANCE		54.21 C		54.21 C
ACCOUNT	67-30623	BALANCE	54.21 C	0.00 0.00	54.21 C

\*\*\*\*\*  
SPECIAL FUNDS & RESEARCH ACCOUNTING PREPARES ALL UNIVERSITY INVOICES TO  
AGENCIES AND OTHER EXTERNAL PARTIES ON RESEARCH GRANTS AND CONTRACTS.  
SF&RA ALSO MONITORS FOR THE COLLECTION OF THESE INVOICES; THEREFORE,  
ANY CHEQUES RECEIVED IN THE DEPARTMENTS FOR DEPOSIT TO RESEARCH ACCOUNTS  
SHOULD BE FORWARDED TO SF&RA FOR PROCESSING.  
\*\*\*\*\*

MONTHLY EXPENDITURE AND COMMITMENT REPORT  
 FOR THE MONTH ENDED SEPTEMBER 30, 1991

PRINTED ON OCTOBER 09, 1991

67-30623 ASSHETON-SMITH M TRUST ACCOUNT: 67-30623 CC SN ANNUAL FEMINIST R-ASSHETON-SMITH M  
 18500 EDUCATIONAL FOUNDATIONS

MINOR CODE	DESCRIPTION	-VOUCHER NUMBER-	SEPTEMBER 1 CUMULATIVE TOTALS	----- CURRENT MONTH ----- INCOME EXPENDITURES	SEPTEMBER 30 CUMULATIVE TOTALS
	OPENING BALANCE		54.21 C		54.21 C
ACCOUNT	67-30623	BALANCE	54.21 C	0.00 0.00	54.21 C

\*\*\*\*\*  
 SPECIAL FUNDS & RESEARCH ACCOUNTING PREPARES ALL UNIVERSITY INVOICES TO  
 AGENCIES AND OTHER EXTERNAL PARTIES ON RESEARCH GRANTS AND CONTRACTS.  
 SF&RA ALSO MONITORS FOR THE COLLECTION OF THESE INVOICES; THEREFORE,  
 ANY CHEQUES RECEIVED IN THE DEPARTMENTS FOR DEPOSIT TO RESEARCH ACCOUNTS  
 SHOULD BE FORWARDED TO SF&RA FOR PROCESSING.  
 \*\*\*\*\*



MONTHLY EXPENDITURE AND COMMITMENT REPORT  
FOR THE MONTH ENDED NOVEMBER 30, 1991

PRINTED ON DECEMBER 06, 1991

67-30623 ASSHETON-SMITH M TRUST ACCOUNT: 67-30623 CO SN ANNUAL FEMINIST R-ASSHETON-SMITH M  
18500 EDUCATIONAL FOUNDATIONS

MINOR CODE	DESCRIPTION	-VOUCHER NUMBER-	NOVEMBER 1 CUMULATIVE TOTALS	----- CURRENT MONTH ----- INCOME	EXPENDITURES	NOVEMBER 30 CUMULATIVE TOTALS
	OPENING BALANCE		54.21 C			54.21 C
ACCOUNT	67-30623	BALANCE	54.21 C	0.00	0.00	54.21 C

\*\*\*\*\*  
A new classification for STUDENT RESEARCH TRAINEE (minor 1550) has been created effective January 1, 1992. Please refer to the enclosed mailing from the Comptroller's Office to all trust holders, chairs, deans, and administrative staff. If you have questions please call the SFRA contact for your faculty/department.  
\*\*\*\*\*

MONTHLY EXPENDITURE AND COMMITMENT REPORT  
 FOR THE MONTH ENDED OCTOBER 31, 1991

67-30623 ASSHETON-SMITH M TRUST ACCOUNT: 67-30623 CC SN ANNUAL FEMINIST R-ASSHETON-SMITH M  
 18500 EDUCATIONAL FOUNDATIONS

MINOR CODE	DESCRIPTION	-VOUCHER NUMBER-	OCTOBER 1 CUMULATIVE TOTALS	----- CURRENT MONTH ----- INCOME EXPENDITURES	OCTOBER 31 CUMULATIVE TOTALS
	OPENING BALANCE		54.21 C		54.21 C
ACCOUNT	67-30623	BALANCE	54.21 C	0.00 0.00	54.21 C

\*\*\*\*\*  
 SPECIAL FUNDS & RESEARCH ACCOUNTING PREPARES ALL UNIVERSITY INVOICES TO  
 AGENCIES AND OTHER EXTERNAL PARTIES ON RESEARCH GRANTS AND CONTRACTS.  
 SF&RA ALSO MONITORS FOR THE COLLECTION OF THESE INVOICES; THEREFORE,  
 ANY CHEQUES RECEIVED IN THE DEPARTMENTS FOR DEPOSIT TO RESEARCH ACCOUNTS  
 SHOULD BE FORWARDED TO SF&RA FOR PROCESSING.  
 \*\*\*\*\*



67-30623 ASSHETON-SMITH M TRUST ACCOUNT: 67-30623 CC SN ANNUAL FEMINIST R-ASSHETON-SMITH M  
18500 EDUCATIONAL FOUNDATIONS

MINOR CODE	DESCRIPTION	-VOUCHER NUMBER-	MAY 1 CUMULATIVE TOTALS	----- CURRENT MONTH ----- INCOME	EXPENDITURES	MAY 31 CUMULATIVE TOTALS
	OPENING BALANCE		54.21 C			54.21 C
ACCOUNT	67-30623	BALANCE	54.21 C	0.00	0.00	54.21 C

\*\*\*\*\*  
PLEASE SIGN AND RETURN AS SOON AS POSSIBLE, YOUR GRANTEE STATEMENTS  
FORWARDED IN APRIL. IF YOU NEED ASSISTANCE, PLEASE CALL YOUR SFRA  
FACULTY/DEPARTMENT TEAM MEMBER.  
THE UNIVERSITY IS COMMITTED TO MEETING ALL AGENCY DEADLINES.  
THANK YOU FOR YOUR COOPERATION.  
\*\*\*\*\*

67-30623 ASSHETON-SMITH M TRUST ACCOUNT: 67-30623 CC SN ANNUAL FEMINIST R-ASSHETON-SMITH M  
18500 EDUCATIONAL FOUNDATIONS

MINOR CODE	DESCRIPTION	-VOUCHER NUMBER-	JUNE 1 CUMULATIVE TOTALS	CURRENT MONTH		JUNE 30 CUMULATIVE TOTALS
				INCOME	EXPENDITURES	
	OPENING BALANCE		54.21 C			54.21 C
ACCOUNT	67-30623	BALANCE	54.21 C	0.00	0.00	54.21 C

\*\*\*\*\*  
EFFECTIVE APRIL 1, 1991 OUR MONTHLY PRINTOUTS ARE BEING PRINTED ON  
8 1/2" X 11" WHITE BOND PAPER.  
THE LEDGER FORMAT HAS NOT CHANGED.  
IF YOU HAVE ANY QUESTIONS/CONCERNS, PLEASE CONTACT YOUR DEPARTMENTAL  
REPRESENTATIVE.  
\*\*\*\*\*





to: Coors Cttee Women Studies  
 C. S. Johnson  
 Office of the Comptroller

date: March 20, 1992  
 our file:  
 your file:

from:

subject: Confirmation of Petty Cash and/or Cash Float Fund

The financial records of the University, as of February 29, 1992 indicate that your department/budget unit has the following fund in your possession:

AMOUNT \$ 50<sup>00</sup>

CUSTODIAN Marilyn Assheton-Smith

ACCOUNT # 64-01131

If you agree with the above, please sign and return this form. If differences exist, please note on the form or attach pertinent information, sign and return to the writer at 329 Administration building.

This information is required by us no later than **Monday April 16, 1992.**

Marilyn Assheton-Smith  
 Signature of Petty Cash Custodian

C. S. Johnson,  
 Accountant - General Accounting Division

(formerly University Computing Systems)

MTS Reregistration for Fiscal Year 1992/93

Account Number: 6401131

Project Number: EFAC

CSID	Name and Address	Phone	Expiry Date	Maximum Dollar Allocation	Maximum Disk	Corrections ONLY ... New Account# New project, name, address, phone
EDST	ASSHETON-SMITH M. WOMEN RESEARCH CENTRE 11043-90 AVENUE UNIVERSITY OF ALBERTA	492-2556	03/31/93	0 200	25	
WRCP	ASSHETON-SMITH M. WOMEN RESEARCH CENTRE 11043-90 AVENUE UNIVERSITY OF ALBERTA	492-2556	03/31/93	0 200	25	

Allocation for the project

Project Leader ID ASSIT

Signature, Financial Authority: *Marilyn J. Smith* Phone: 492-4229 Date: March 2, 1992.

CNS use only: Processed by: \_\_\_\_\_ Date: \_\_\_\_\_



ASSHETON-SMITH M.  
WOMEN RESEARCH CENTRE  
11043-90 AVENUE  
UNIVERSITY OF ALBERTA

The following list contains all the MTS signon IDs within the PROJECT and their owners' information. Maximum dollar allocations, and disk columns show the maximum allocations as of February 18, 1992. For security reasons, it is very important to have the correct name, address and phone number on our files

To update the records for the new fiscal year, do one of the following:

- (1) Renew the signon ids.  
Mark the changes, if any, in the appropriate columns.
- (2) Delete the signon id.  
Cross out the signon id.

NOTE: Disk space maximum for individual signon ids will be set to the amount as of March 31, 1992, unless a new value is given on this form.

Expiry date will be set to March 31, 1993, unless a new date is specified on this form.

To be able to signon on 1 April, you MUST return the updated and signed copy of the project printout to the MTS Registration Clerk at 352 GSB by March 13, 1992.

All signon IDs not registered by 12:00 noon on 8 April will be destroyed after 14:00 on that day.



to: Deans, Chairmans, Administrators  
and Trust Account Holders

from: Donald Jorgensen, Manager  
Special Funds and Research Accounting

subject: Year End Financial Statements

date: March 6, 1992

our file:

your file:

By mid-April our grantee statements and year end financial statements will be ready for review and signing. **Once again we would like to thank the faculty/department administrators for their assistance in distributing our major funding agency - NSERC.** With your help we have been able to meet our deadline for the past four years. We ask for your assistance and cooperation for the coming year end.

Attached are several memos and schedules to alert the faculties, departments and account holders of the requirements and time frames to meet this year's deadlines. We have mailed all attachments to each individual and ask that they retain those instructions pertaining to agencies for which they hold research grants. If you hold a grant that is not mentioned specifically, the general procedures will apply. That is, a financial statement will be mailed to the holder of the account, the holder will review, sign, attach a LIST OF ALL OUTSTANDING COMMITMENTS and return to this office. The appropriate action will be taken and statements forwarded to the agency.

Most agencies allow from 1 - 3 months from March 31, to allow outstanding commitments to be processed before we lapse and return unspent funds for those grants in their final year. If you are unsure of time frame, please check your agency guidelines. If appropriate, please ensure that you indicate on the grantee statement that funds are still required for their original purpose. Our office will then monitor for all expenses to clear and prepare a final statement to the agency where necessary.

Once again, we urge that time is of the essence. Because the academic year is coming to an end by the time the statements are ready, it is imperative that the statements be returned as soon as possible prior to the researcher leaving campus for holiday or study purposes. Should a researcher be away

.../2



## Schedule A

## AGENCY LISTING

Agency	Fiscal Year End	Deadline to Return Unspent Funds	Additional Comments
Cdn Diabetes	Dec 31	Mar 31	Request extension if funds required beyond Mar 31
ACB	Mar 31	Mar 31	Ensure commitments listed on stmt
FDRT	Mar 31	Mar 31	As above
AB Energy	Mar 31	Mar 31	As above
SSC/DSS	Mar 31	Mar 31	March estimates provided by holder
AB Environ	Mar 31	Mar 31	Ensure commitments listed on stmt
FAS	Mar 31	Jul 31	As above
NCI	Mar 31	Mar 31	As above
H&W	Mar 31	Mar 31	Request extension if funds required beyond Mar 31
MDA	Mar 31	Mar 31	Request extension if funds required beyond Mar 31
NSERC	Mar 31	June 30	Please see attached memo
MRC	Jun 30	Mar 31	Please see attached memo
AHFMR	Mar 31	Various	Ensure commitments listed on stmt
Kidney Fdn	Jun 30	Jun 30	As above
AB Lung	Jun 30	Dec 31	As above
AHF	Jun 30	Jun 30	As above
SSHRC	Mar 31	Jun 30	Ensure commitment listing with grantee

NOTE: Please refer to your agency guidelines/procedures manuals for complete details.

\yesched.di





University of Alberta  
Edmonton

Office of the Comptroller  
Special Funds and Research Accounting

Canada T6G 2M7

Administration Building  
FAX: (403) 492-2846

March 6, 1992

To: 1991/92 NSERC Research Trust Account Holders

From: Special Funds & Research Accounting

1991/92 NSERC Grantee Statements

Very shortly the NSERC grantee statements will be forwarded to your departmental office for distribution to each holder of an NSERC research award. Last year with your assistance we were able to meet the NSERC deadlines in all but a few cases. We thank you very much for your support and respectfully request your assistance again this year in meeting the May 31st deadline.

NSERC guidelines state:

The annual statement of expenditure must be signed by the grantee and the university business officer. When a grantee is absent for a long period (e.g. sabbatical leave), the head of the department may sign the statement of expenditures as temporary certification. In such cases, a statement of expenditures signed by the grantee must be filed annually by August 31.

When the statements are received in the department office they will forward them to you for action. We request that:

- 1) The statements be reviewed, signed and 2 copies returned to our office at your earliest convenience.
- 2) In the event that you will be away during April into early May, but intend to return to campus before May 15, please advise your department to hold your statements until your return.
- 3) If you will be away until the end of August, please advise your department of your sojourning address requesting them to forward the statements to you for review and signature. It is imperative that they be returned to campus before the August 31st deadline.

If you have any questions, please call Dianne Wilchak at #1989. We thank you very much for your cooperation and assistance.

Gail Sledz  
Administrative Professional Officer  
\yenserc.di





University of Alberta  
Edmonton

Office of the Comptroller  
Special Funds and Research Accounting

Canada T6G 2M7

Administration Building  
FAX: (403) 492-2846

March 6, 1992

To: 1991/92 MRC Research Trust Account Holders  
From: Special Funds & Research Accounting

1991/92 MRC Grantee Statements

Very shortly the 1991/92 grantee statements will be forwarded to you for review and signing. All statements must be forwarded to MRC by May 31, 1992. We respectfully request your assistance in meeting this May 31st deadline. If you anticipate being off campus during April or May, please arrange to have your statement forwarded to you or have your department head sign in your absence.

For those grants terminating as at June 30, 1992 and as outlined in the MRC Grants and Awards Guide, the unspent balance will, if required, remain available to the grantee until March 31, 1993.

Please refer to the guide should you require the use of the funds beyond that date or if you wish to use the grant for other than the original purpose. Authorization to that effect should be obtained from the council prior to February 1993.

Unless further information is forthcoming, we will close the account as at March 31, 1993, lapse any remaining unspent funds and prepare a Grantee Statement of Expenditure for your signature to be forwarded by our office to MRC.

If you have any questions, please do not hesitate to contact M.J. Chang at #1971.

We thank you for your assistance and cooperation.

E. Berends  
Special Funds & Research Accounting

\yemrc.di







# JOURNAL VOUCHER

CONTROL NUMBER

THIS SPACE FOR USE BY JV CLERK ONLY

VOUCHER	PERIOD	TYPE	TRANS. DATE	BATCH ENTITY
J		T	91 10 30 YY MM DD	

PLEASE PRINT CLEARLY

### DEBITS

ACCOUNT NAME (DO NOT KEY)
Conference Fund - CRIAW
"
"

ACCOUNT NUMBER			
MAJ.	INTER.	MINOR	PROJECT
6730	670	4201	
6730	670	4282	
6730	670	4030	

AMOUNT	
238	28
1563	40
216	01
<b>2117</b>	<b>69</b>

REF. No.	LEDGER DESCRIPTION (40 CHAR MAX)
	Envelopes
	Printing
	L.D. Telephone

TOTAL DEBITS  
(CONTROL TOTAL)

### CREDITS

Women's Research Centre.
Women's Research Centre
Women's Resear Centre

MAJ.	INTER.	MINOR	PROJECT
64	01131	4200	
64	01131	4282	
64	01131	4030	

<del>238</del>	28-
1563	40-
216	01-
-	-
-	-
<b>2907</b>	<b>69-</b>

	Envelopes
	Printing
	L.D. telephone

TOTAL CREDITS  
(DO NOT KEY)

REASON

SUBMITTING DEPARTMENT

OFFICE OF THE COMPTROLLER ONLY

PREPARED BY *M. [Signature]* (Ph: 2556) DATE *Oct 30* 19*91*

CHECKED BY ..... DATE ..... 19.....

CHECKED BY *Tat. [Signature]* (Ph: 3093) DATE *Oct 30* 19*91*

APPROVED BY ..... DATE ..... 19.....

Supervisor

Accountant/Supervisor





# University of Alberta Printing Services

Room 108, Printing Services Building Phone 4246  
Edmonton, Alberta

24311

S

Attention: .....

Department: .....

Room: ..... Bldg.: ..... Date .....

Order No.	Job No.	Quantity	Description
25328	25328	50	

TRUCK  DISPATCH SERVICE  PICK-UP

ORIGINALS ENCLOSED YES  NO

BOXES .....

PKGS. ....

9-34

Received by .....

1

**Women's Research Centre,  
Athabasca University/University of Alberta,  
11043-90th Ave.  
Edmonton, Alberta Canada T6G 2E1  
August 13, 1990**

To: Mr. Dennis Fitzgerald,  
Manager, Special Funds and Research Accounting,  
Office of the Comptroller,  
University of Alberta.

From: Marilyn Assheton-Smith  
Education Foundations,  
5-166 Education North

Re: 64-01131 Co-ordinating Committee Women's Studies, overexpenditure on account.

My apologies for being somewhat slow in responding to your letter. I was at meetings in Europe until late in July and have not had time to return to it until now. I do appreciate your bringing the deficit in the account to my attention.

You asked that I indicate how the deficit will be cleared. We expect to clear it, as we currently have a small research contract near completion. It is to be finished by the end of August, and the income from it will be just under \$1000. It should bring our account back to a zero balance. We will be spending time this fall working on the finances of the research centre, and anticipate being able to get the account into a slightly better position as the fall progresses.

You have also requested response to a number of policy questions, in your letter of July 6. I have not forgotten that letter, but as it will take a little longer to answer I will write a reply this coming week.

Marilyn Assheton-Smith.



1

**Women's Research Centre,  
Athabasca University/University of Alberta,  
11043-90th Ave.  
Edmonton, Alberta Canada T6G 2E1  
August 13, 1990**

To: Mr.DennisFitzgerald,  
Manager, Special Funds and Research Accounting,  
Office of the Comptroller,  
University of Alberta.

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Marilyn Assheton-Smith.



to: M. ASSHETON-SMITH  
EDUCATION FOUNDATIONS  
5-166 EDUCATION NORTH

date: JUNE 18, 1990

telephone:

from:

facsimile:

J.D. Fitzgerald, Manager  
Special Funds and Research Accounting  
3rd Floor Administration Building

subject:

RE: ~~64-01131~~ CO-ORDINATING COMMITTEE ON WOMEN'S STUDIES

In July, 1989 the "University of Alberta Policy on Administration Fees for Non-Research, Non-Endowed Trust Accounts, (please see the attached) was approved.

Your trust account would be included in this category. This memo is to advise that the above referenced account will be assessed a three percent (3%) administration fee, on all revenue received, as at September 1, 1990.

In reviewing this file it has come to our attention that we do not have current Terms of Reference. Terms of Reference would include, purpose of account, expected revenue and expenditures, if financial reporting is required, and an estimated closure date. We would appreciate this information being forwarded to our office. Thank you.

If you have any questions or wish to discuss any of the above, please contact me at #3898.

Sincerely,

J. D. FITZGERALD, B.A., CA  
Manager, Special Funds & Research Accounting  
Office of the Comptroller - University of Alberta

Dennis Fitzgerald

c.c. D.C. Norwood

NOV 26 1990  
To date, we have not yet received your reply.  
Please respond. Thank you.





to: M. ASSHETON-SMITH  
EDUCATION FOUNDATIONS  
5-166 EDUCATION NORTH

date:

JUL 05 1990

telephone:

from:

facsimile:

J.D. Fitzgerald, Manager  
Special Funds and Research Accounting  
3rd Floor Administration Building

subject:

RE: 64-01131 CO-ORDINATING COMMITTEE ON WOMEN'S STUDIES

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Sincerely,

J. D. FITZGERALD, B.A., CA  
Manager, Special Funds & Research Accounting  
Office of the Comptroller - University of Alberta

Dennis Fitzgerald

c.c. D.C. Norwood

University Policy on Administration Fees  
for Non-Research Non-Endowed Trust Accounts

- I. The administration for University trust accounts involves numerous indirect costs, including those relating to the processing of payroll and other types of disbursements of a direct cost nature, accounting, purchasing, departmental and faculty administrative support, and communication with account holders and sponsoring agencies. These costs can only be allocate to specific accounts. It is clear, however, that each trust account imposes an incremental cost which otherwise must be borne be the University's operating budget.
- II. To assist the University in providing services of this kind, it is necessary that a portion of the administrative costs be recovered. An administration fee, as established from time to time by the board, shall be assessed on all revenues credited to the following types of trust accounts:
  - A. Major 64 - Departmental Trusts (generally of an operating nature)
  - B. Major 67 - General Educational Purpose Trusts (conferences, seminars, publications, miscellaneous)
  - C. Major 69 - Funds Held on Behalf of Others (students groups, scholarly associations, affiliated organizations)
- III. The administration fee in II above shall be 3%, until otherwise determined by the Board.
- IV. Where, in the opinion of the Vice-President (Administration), or his delegate, the costs of administration of an account significantly exceed the administration fee defined in III above, he may set the administration fee at an amount which, in his opinion, approximates the actual costs of administration.
- V. The Vice-President (Administration), or his delegate, may offset the administration fee with a contribution to a given trust account for a specified period of time.
- VI. When this policy conflicts with other University policies regarding overhead, administration fees, or University Fund assessments, the latter policies shall apply.

Approved by: A.A. Warrack, Vice President Administration  
July 13, 1989





**INDENT**  
FOR INTERNAL USE ONLY

**MAY 88**

**296020**

TO (CENTRAL STORES OR OTHER DEPT.) DATE  
**Coordinating Committee on Women's Studies May 3/88**

DELIVER TO (ROOM & BLDG)  
**Women's Program and Resource Centre**  
**Faculty of Extension, 11010090 Ave. CAMPUS**

WILL PICK UP

JOB	W/O	FILLED BY
ACCOUNT CREDITED		
30 MAJOR	59150 INTERMEDIATE	0101 MINOR
		6100 MEMO
ACCOUNT NUMBER		
64 MAJOR	01131 INTERMEDIATE	4282 MINOR
		MEMO
TRUST TITLE		
<b>Adv. Cttee. Women's Studies</b>		

STATUS OF ITEMS  
NOT SHIPPED

CHARGE TO

QUANTITY	UNIT	CATALOG NUMBER	DESCRIPTION	SHIPPED	CD	%	UNIT	PRICE	EXTENSION
			<b>Photocopying charges for months of:</b>						
			<b>April, May, June 1987</b>						<b>94.30</b>
			<b>July, August, September 1987</b>						<b>94.50</b>
			<b>October, November, December 1987</b>						<b>334.90</b>
			<b>January, February, March, April '88</b>						<b>467.90</b>

FOR INFORMATION CALL **Susan Boychuk** TELEPHONE **3093**

DEPARTMENT **Women's Program, Extension**

AUTHORIZING SIGNATURE TOTAL **991.60**

SIGNED **X** *[Signature]*

DELIVERED BY RECEIVED BY

**296020**

**4 - REQUISITIONER'S COPY RETAIN WHEN ORDERING**



# RESEARCH OR TRUST ACCOUNT ADVICE NOTICE AND SIGNING AUTHORITY FORM

THE PURPOSE OF THIS MEMO IS TO:

1. provide you with the details of a new account,
2. outline some of the responsibilities vested in the account holder, and obtain your acknowledgement of same,
3. obtain a specimen signature from the account holder and delegate (if any).

Account Holder:

M. Assheton-Smith

Educational Fdns.

5 166 Educ N.

April 29, 1987

DATE

1. Account Number 64-01131 Title COORD CTTEE WOMEN STUDIES

Amount credited (debited) \_\_\_\_\_

Source \_\_\_\_\_

Other notes \_\_\_\_\_

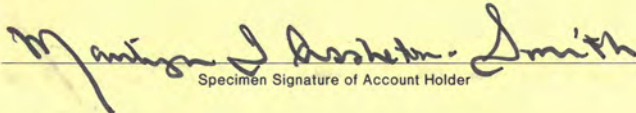
2. In June of 1970, the Board of Governors established that the overexpenditure of Special Funds Accounts was not to be permitted. In addition it was determined that in the event that overexpenditure occurs, research directors or trust account holders will be held **personally** responsible for all salary or other expenditure commitments which are made in excess of the special funds which have been made available for their research work or for whatever purpose the funds were provided. This is outlined in section 2.1.1, Paragraphs 2 and 3 of the University's "Manual of Administrative Policies, Procedures and Services".

The Board-AASUA Agreement-Faculty-provides that these funds are considered to be University funds and are subject to those regulations applying to all University funds as well as those set out by the funding agency. In addition, furnishings and equipment purchased through Research or Trust accounts become the property of the University unless otherwise specified by the funding agency or the University.

The official financial record of the account is the "Monthly Expenditure and Commitment Report" as produced by the Office of the Comptroller. **It is the account holder's responsibility to point out any errors or omissions occurring in this report.** Please be sure to review the material attached hereto in this regard.

It is particularly important that you familiarize yourself with the terms and conditions of the award imposed by the sponsoring agency since you will be financially responsible in the event of any violation of them.

### 3. SIGNING AUTHORITY AND ACKNOWLEDGEMENT.

  
Specimen Signature of Account Holder

\_\_\_\_\_  
Signature of Alternate Signing Authority

THE PRIMARY SIGNING AUTHORITY  
IS THE ACCOUNT HOLDER

\_\_\_\_\_  
Clearly Print Name of Alternate Signing Authority

Note: In no case can a person who has been entrusted with alternate signing authority provide that authority to another individual.

DISTRIBUTION:

White—Special Funds Division  
Yellow—Account Holder





# INDENT

FOR INTERNAL USE ONLY

MAY '89

535901

TO (CENTRAL STORES OR OTHER DEPT.) **CENTRAL STORES** DATE **May 18/89**

DELIVER TO (ROOM & BLDG) **WOMEN'S RESEARCH CENTRE**  
**90 WOMEN'S PROGRAM, FAC OF EXPANSION**  
**11019-90 AVE (del. address)**

WILL PICK UP

JOB \_\_\_\_\_ W/O \_\_\_\_\_ FILLED BY \_\_\_\_\_

ACCOUNT CREDITED **11/5/87**

MAJOR	INTERMEDIATE	MINOR	MEMO
ACCOUNT NUMBER <b>64 01131 4294</b>			
MAJOR	INTERMEDIATE	MINOR	MEMO
TRUST TITLE <b>Coord Ctte Women's Studies</b>			

STATUS OF ITEMS NOT SHIPPED

CHARGE TO

QUANTITY	UNIT	CATALOG NUMBER	DESCRIPTION	SHIPPED	CD	%	UNIT	PRICE	EXTENSION
✓ 3	EA	HN642	Book - Coil 8 1/2 x 11 Hilroy	3			A	1.73	2.16
✓ 48	ea	HC 525	CLIP - FOLDBACK #1411 3/4	48			ea	.04	1.92
✓ 24	ea	HC 526	CLIP - FOLDBACK #1412 1/4	24			ea	.07	1.68
✓ 24	ea	HC 570	CLIP - PAPER #3 rec'd.	24			ea	.20	.80
X 4	BOX	HC 572	CLIP - PAPER #1 none rec'd	4			Box	.17	-
✓ 5	EA	HE 775	ERASER - Pink Pearl #100	5			ea	.12	.60
✓ 20	EA	HP 265	PENCIL - Venus Imp. HB	20			ea	.19	3.80
✓ 12	EA	HP 043	POST IT NOTE PAD 1 1/2 x 2"	12			ea	.32	3.84
✓ 3	EA	HP 0430	Post it Note Pad - 3" x 3"	3			ea	.79	2.37
✓ 12	EA	HP 315	PEN Papermate Blue Med 331-44	12			ea	.13	1.56

FOR INFORMATION CALL **MARY POTREBENKO** TELEPHONE **492-8950**

DEPARTMENT **at 3 hours Womens Research Centre**

SIGNED

AUTHORIZING SIGNATURE \_\_\_\_\_ TOTAL **18.73**

UA PURCHASING 808

535901

DELIVERED BY \_\_\_\_\_ RECEIVED BY \_\_\_\_\_





**INDENT**  
FOR INTERNAL USE ONLY

MAY '89

535903

TO (CENTRAL STORES OR OTHER DEPT.) **CENTRAL STORES** DATE **May 16/89**

DELIVER TO (ROOM & BLDG) **WOMEN'S RESEARCH CENTRE**  
**% Women's Program, Fac of Extension**

WILL PICK UP **11019-90 Ave. (delivery address)**

CHARGE TO

JOB \_\_\_\_\_ W/O \_\_\_\_\_ FILLED BY *CA*

ACCOUNT CREDITED \_\_\_\_\_

MAJOR | INTERMEDIATE | MINOR | MEMO

ACCOUNT NUMBER **64 01131 4294**

MAJOR | INTERMEDIATE | MINOR | MEMO

TRUST TITLE **Coord Ctr on Women's Studies**

STATUS OF ITEMS NOT SHIPPED

QUANTITY	UNIT	CATALOG NUMBER	DESCRIPTION	SHIPPED	CD	%	UNIT	PRICE	EXTENSION
✓ 10	EA	HP313	PEN - PAPERMATE BLACK MED <sub>333-44</sub>	10			ea	.12	1.20
✓ 3	EA	HP314	PEN - PAPERMATE RED MED <sub>332-44</sub>	3			ea	.13	.39
✓ 1	EA	HF 410	FILE FOLDER - 100/BOX	1			Box	8.02	8.02
✓ 1	EA	HF 443	FILE FOLDER - HANGING #5153	1			Box	11.51	11.51
✓ 4	EA	HP040	PAD 8 1/2 x 11" ruled	4			PAD	.76	3.04
✓ 1000	SHIT	HP 170	PAPER - XEROS 20lb 8 1/2 x 11"	1000			SHIT	1.87/1000	1870

FOR INFORMATION CALL **MARY POTREBENKO** TELEPHONE **492-8950**

DEPARTMENT **Women's Research Centre** **Tues & Thurs after 3pm**

SIGNED

AUTHORIZING SIGNATURE **X**

TOTAL **31.03**

UA PURCHASING 808  
**535903**

DELIVERED BY \_\_\_\_\_ RECEIVED BY \_\_\_\_\_













UNIVERSITY OF ALBERTA  
EDMONTON, CANADA

# SYSTEM RELEASE

**THIS IS NOT A PURCHASE REQUISITION  
TO BE USED FOR SYSTEM CONTRACTS ONLY**

UNIT PRICE MUST NOT EXCEED \$300.00 TOTAL VALUE MUST NOT EXCEED \$1000.00

VENDOR: *Millers* DATE: *Feb. 9/89*  
 ORIGINATOR: *Aureene Costuros* TELEPHONE NO.: *492-8950*

13 5 **FEB '89** RELEASE NUMBER 47  
 VEN. OR NO. **Y**  
 NO. OF PKGS. DATE SHIPPED JOB NO. W/O NO.  
 ACCOUNT NO. *6401131429400000*  
 54 DELIVER TO 69  
 DEPT. *Women's Research Ctr.*  
 ROOM/BLDG. *11019-90 Ave*

QUANTITY	UNIT	CATALOGUE NO.	DESCRIPTION	S/N	SHIPPED	PRICE	EXTENSION
1	EA	B4050	Looseleaf Telephone Index Book				
1	EA	BB1824	Cork Bulletin Board 24" x 18"				
1	EA	BB2436	" " " 36" x 24"				

SALES TAX EXEMPT  
 WE CERTIFY THAT THE GOODS BEING PURCHASED/IMPORTED HEREBY ARE DESIGNED FOR USE IN CLASSROOM INSTRUCTION AND WILL BE USED DIRECTLY AND PREDOMINANTLY IN TEACHING OR RESEARCH, AND/OR ARE SCIENTIFIC IN NATURE AND ARE FOR THE SOLE USE OF THE UNIVERSITY OF ALBERTA AND ARE NOT FOR RESALE OR RENTAL.

DUTY FREE  
 ANNEX CODE 1760  
 WE CERTIFY THAT THE GOODS ORDERED HEREBY ARE FOR THE USE OF AND BY THE ORDER OF THE UNIVERSITY OF ALBERTA FOR USE DIRECTLY IN  TEACHING OR  RESEARCH UNLESS OTHERWISE CODED HEREIN AND ARE CLAIMED ENTRY UNDER ANNEX CODE 1760, AND IF DIVERTED TO A NON-QUALIFIED END-USE OR END-USER, THIS ENTRY WILL BE AMENDED IN ACCORDANCE WITH SECTION 105 OF THE CUSTOMS ACT.

SALES TAX EXEMPT  
 WE CERTIFY THAT THE GOODS ORDERED/IMPORTED HEREBY ARE TO BE USED IN, WROUGHT INTO OR ATTACHED TO TAXABLE GOODS FOR SALE.  
 LICENCE #S 29369

$\frac{D}{C}$  \$

70 75 80  
 AUTHORIZED SIGNATURE: *535900*  
 RECEIVED BY:

**5** ORIGINATOR

26883

UA MATERIALS MANAGEMENT 600





# INDENT

FOR INTERNAL USE ONLY

FEB 189

535900

TO (CENTRAL STORES OR OTHER DEPT.) DATE  
 CENTRAL STORES Feb. 3 / 89

DELIVER TO (ROOM & BLDG)  
 WOMEN'S RESEARCH CENTRE (11043-90 AVE)  
 % WOMEN'S PROGRAM, FACULTY OF EXTENSION  
 11019-90 AVENUE (DELIVERY ADDRESS)

WILL PICK UP

JOB		W/O	FILLED BY	
ACCOUNT CREDITED				
MAJOR	INTERMEDIATE	MINOR	MEMO	
ACCOUNT NUMBER				
64	01131	4294		
MAJOR	INTERMEDIATE	MINOR	MEMO	
TRUST TITLE				

CHARGE TO

STATUS OF ITEMS NOT SHIPPED

QUANTITY	UNIT	CATALOG NUMBER	DESCRIPTION	SHIPPED	CD	%	UNIT	PRICE	EXTENSION
3	EA	HC89001	Tray, Lt. Beige Plastic, 11" x 10 1/2"						
2	SET	HC89002	Tray Supports for HC89001						
1	HEA	HE597	Envelopes-White #9, Plain, 24lb, 9"x4"						
1	BOX	HT102	Tacks-Thumb #110, 100/Box.						
1	EA	HL240	Letter Opener, 9", #175.						
Please order from Miller's the following:									
1	EA	B4050	Looseleaf Telephone Index Book (includes 1 refill)						
1	EA	BB1824	Cork Bulletin Board 24" x 18"						
1	EA	BB2436	Cork Bulletin Board 36" x 24"						

FOR INFORMATION CALL **AURENE COSTUROS** TELEPHONE **492-8950**

DEPARTMENT **WOMEN'S RESEARCH CENTRE**

SIGNED

AUTHORIZING SIGNATURE TOTAL

**X** *[Signature]*

DELIVERED BY RECEIVED BY

535900





# INDENT

FOR INTERNAL USE ONLY

535914

TO (CENTRAL STORES OR OTHER DEPT.) *Campus Security* DATE *Oct 23/92*

DELIVER TO (ROOM & BLDG) *Education Carpark*

WILL PICK UP

JOB \_\_\_\_\_ W/O \_\_\_\_\_ FILLED BY \_\_\_\_\_

ACCOUNT CREDITED \_\_\_\_\_

MAJOR	INTERMEDIATE	MINOR	MEMO
ACCOUNT NUMBER			
<i>64</i>	<i>01131</i>	<i>4201</i>	
MAJOR	INTERMEDIATE	MINOR	MEMO
TRUST TITLE			

CHARGE TO

STATUS OF ITEMS NOT SHIPPED

QUANTITY	UNIT	CATALOG NUMBER	DESCRIPTION	SHIPPED	CD	%	UNIT	PRICE	EXTENSION
			<i>Fee for Security for Nov 28/92</i>						
			<i>Humanities lec Th. 1</i>						
			<i>Women Working for</i>						
			<i>Justice in the Workplace</i>						
			<i>with Edmonton</i>						
			<i>Working Women.</i>						

FOR INFORMATION CALL *Noreen Bell* TELEPHONE *8950*

DEPARTMENT *Women's Research Centre*

SIGNED

AUTHORIZING SIGNATURE *[Signature]* TOTAL \_\_\_\_\_

**X**

DELIVERED BY \_\_\_\_\_ RECEIVED BY \_\_\_\_\_

UA PURCHASING 808  
535914





# INDENT

FOR INTERNAL USE ONLY

535900

Feb. 9  
Feb. 3/89

TO (CENTRAL STORES OR OTHER DEPT.)  
CENTRAL STORES

DATE  
Feb. 3/89

DELIVER TO (ROOM & BLDG.)  
WOMEN'S RESEARCH CENTRE (11043-90 AVE)  
90 WOMEN'S PROGRAM, FACULTY OF EXTENSION  
11019-90 AVENUE (DELIVERY ADDRESS)

WILL PICK UP

JOB \_\_\_\_\_ W/O \_\_\_\_\_ FILLED BY *74*

ACCOUNT CREDITED \_\_\_\_\_

MAJOR	INTERMEDIATE	MINOR	MEMO
ACCOUNT NUMBER	164 01131	4294	
MAJOR	INTERMEDIATE	MINOR	MEMO
TRUST TITLE			

CHARGE TO  
IPC

STATUS OF ITEMS NOT SHIPPED

QUANTITY	UNIT	CATALOG NUMBER	DESCRIPTION	SHIPPED	CD	%	UNIT	PRICE	EXTENSION
✓ 3	EA	HC89001	Tray, Lt. Beige Plastic, 14" x 10 1/2"	3			ea		
✓ 2	SET	HC89002	Tray supports for HC89001	2			set		
✓ 1	MEA	HE597	Envelopes-White #9, Plain, 24lb, 9"x4"	1000			ea		2x500
✓ 1	BOX	HT102	Tacks-Thumb #110, 10c/Box.	1			box		
✓ 1	EA	HL240	Letter Opener, 9", #175.	1			ea		
Please order from Miller's the following:									
✓ 1	EA	B4050	Looseleaf Telephone Index Book (includes 1 refill)	0			} release #26883		
0 ✓ 1	EA	B31824	Cork Bulletin Board 24" x 18"	0					
✓ 1	EA	B32436	Cork Bulletin Board 36" x 24"	0					

FOR INFORMATION CALL **AUREENE COSTURCS** TELEPHONE **492-8950**

DEPARTMENT **WOMEN'S RESEARCH CENTRE**

SIGNED \_\_\_\_\_ AUTHORIZING SIGNATURE **X** \_\_\_\_\_ TOTAL \_\_\_\_\_

UA PURCHASING 808  
**535900**

DELIVERED BY *[Signature]* RECEIVED BY *[Signature]*







# INDENT

FOR INTERNAL USE ONLY

606275

*Nov 6/89*  
*Oct 29/89*

TO (CENTRAL STORES OR OTHER DEPT.)  
*C.S.*

DATE  
*Oct 29/89*

DELIVER TO (ROOM & BLDG)  
*WOMEN'S RESEARCH CENTER*  
*11019-90 AVE*

WILL PICK UP

JOB \_\_\_\_\_ W/O \_\_\_\_\_ FILLED BY \_\_\_\_\_

ACCOUNT CREDITED \_\_\_\_\_

MAJOR	INTERMEDIATE	MINOR	MEMO
ACCOUNT NUMBER <i>64 01/31 4201</i>			
MAJOR	INTERMEDIATE	MINOR	MEMO
TRUST TITLE			

CHARGE TO

STATUS OF ITEMS NOT SHIPPED

QUANTITY	UNIT	CATALOG NUMBER	DESCRIPTION	SHIPPED	CD	%	UNIT	PRICE	EXTENSION
<i>1</i>	<i>Box</i>	<i>HE 600</i>	<i>KRAFT #10 ENVELOPES</i>	<i>500</i>					<i>1 x 500</i>

FOR INFORMATION CALL *SUSAN W* TELEPHONE *3093*

DEPARTMENT *W.R.C.*

SIGNED

AUTHORIZING SIGNATURE  
**X** *535904*

TOTAL \_\_\_\_\_

DELIVERED BY \_\_\_\_\_ RECEIVED BY \_\_\_\_\_

606275





# INDENT

FOR INTERNAL USE ONLY

OCT '89

535904

TO (CENTRAL STORES OR OTHER DEPT.) DATE  
 GENERAL STORES OCT 23/89

DELIVER TO (ROOM & BLDG)  
 WOMEN'S RESEARCH CENTRE  
 c/o Women's Program  
 11019-90 AVE

WILL PICK UP

CHARGE TO

JOB		W/O		FILLED BY	
ACCOUNT CREDITED					
MAJOR	INTERMEDIATE	MINOR	MEMO		
ACCOUNT NUMBER					
67	01131	4294			
MAJOR	INTERMEDIATE	MINOR	MEMO		
TRUST TITLE					
Coord Ctr on Women Studies					

STATUS OF ITEMS NOT SHIPPED

QUANTITY	UNIT	CATALOG NUMBER	DESCRIPTION	SHIPPED	CD	%	UNIT	PRICE	EXTENSION
1	Box	HE600	Kraft #10 Envelope						
1	Box	HE581	Re-use I.O.D. Envelope						
20	EA	HP315	Papermate Blue Med						
4	Box	HC572	Paper CLIP #1 (no substitute)						
1000	SH	HP170	PAPER - Xerox 20lb 8 1/2 x 11						
1	Box	HE582	Re-use ID envelope						

FOR INFORMATION CALL *Mani Susan* TELEPHONE *8950 Tyth after 3*  
 DEPARTMENT *Women's Research Centre*

UA PURCHASING 808

535904

SIGNED

AUTHORIZING SIGNATURE TOTAL

**X** *M. [Signature]*

DELIVERED BY RECEIVED BY





# INDENT

FOR INTERNAL USE ONLY

535904

TO (CENTRAL STORES OR OTHER DEPT.) **GENERAL STORES** DATE **24 OCT 28/89**

DELIVER TO (ROOM & BLDG)  
**WOMEN'S RESEARCH CENTRE**  
**c/o Women's Program**  
**11019-90 AVE**

WILL PICK UP

JOB \_\_\_\_\_ W/O \_\_\_\_\_ FILLED BY **80**

ACCOUNT CREDITED \_\_\_\_\_

MAJOR \_\_\_\_\_ INTERMEDIATE \_\_\_\_\_ MINOR \_\_\_\_\_ MEMO \_\_\_\_\_

ACCOUNT NUMBER **67 01131 4394**

MAJOR \_\_\_\_\_ INTERMEDIATE \_\_\_\_\_ MINOR \_\_\_\_\_ MEMO \_\_\_\_\_

TRUST TITLE  
**Coord Ctr on Women Studies**

CHARGE TO

STATUS OF ITEMS NOT SHIPPED

QUANTITY	UNIT	CATALOG NUMBER	DESCRIPTION	SHIPPED	CD	%	UNIT	PRICE	EXTENSION
1	Box	HE600	Kraft #10 Envelope	0			BO #60		6275
1	Box	HE581	Re-use I.D. Envelope	500			EA		1x500
20	EA	HP315	Papermate Blue Med	24			EA		2x12
4	Box	HC572	Paper CLIP #1 (no substitute)	4			Box		
1000	SHT	HP170	PAPER - Xerox 20lb 8 1/2 x 11	1000			SHT		2x500
1	Box	HE582	Re-use I.D. envelope	500			EA		1x500
			2 Box						

FOR INFORMATION CALL **Mary Susan** TELEPHONE **8950 T4th after 3**

DEPARTMENT **Women's Research Centre**

UA PURCHASING 808

AUTHORIZING SIGNATURE \_\_\_\_\_ TOTAL \_\_\_\_\_

SIGNED **X** *[Signature]*

535904

DELIVERED BY \_\_\_\_\_ RECEIVED BY **L. Stewart**





THE UNIVERSITY OF ALBERTA  
CHEQUE REQUISITION

REQUISITION

NOV 88  
No 86331

INSTRUCTIONS:

- Use this form only for (a) reimbursement of out-of-pocket expenses (attach proof of payment), *please note that expenditures for goods or services in excess of \$75 require approval of the Purchasing Department prior to incurring the expense;* (b) payment for memberships or subscriptions (attach order form or renewal notice); (c) payment for single copies of books, total value under \$50 (attach supporting documentation); (d) payment for publication charges and reprints (attach supporting documentation); (e) refunds (provide University receipt number of original payment).
- Do NOT use this form to request payment of vendor invoices, personal services, travel advances or travel expenses, or to seek reimbursement from petty cash (Please refer to the Manual of Administrative Procedures).
- Staple all supporting documentation to the top right hand corner on the back of the form.

Please issue a cheque to:

NAME (Type or Print)  
CANADIAN SOCIETY FOR WOMEN IN PHILOSOPHY (C-SWIP)

ADDRESS (Street)  
110 SYDNEY LANE, DEPT. OF PHILOSOPHY

CITY AND PROVINCE/STATE  
UNIVERSITY OF ALBERTA

POSTAL CODE/ZIP CODE

AMOUNT  
\$300.00

DATE CHEQUE REQUIRED  
A.S.A.P

SPECIAL INSTRUCTIONS

PURPOSE OF PAYMENT:

Women's Research Centre contribution to the 11th Annual Conference of the Canadian Society for Women in Philosophy held September 16, 17 & 18, 1988 in Edmonton.

TYPE	VOUCHER REFERENCE				SUPPLIER NUMBER	REFERENCE		REFERENCE
	YEAR	MO.	NUMBER	ITEM		MO.	DAY	

DO NOT WRITE IN SHADED AREAS  
Key columns 1 to 32 for each of the lines completed below.

DIS	ENC	DESCRIPTION	ACCOUNT NAME (DO NOT KEY)

ACCOUNT DISTRIBUTION				D/C	AMOUNT
MAJOR	INTERMED	MINOR	MEMO		
640113	14610				\$300.00

APPROVED BY \_\_\_\_\_  
(for Comptroller)

DATE \_\_\_\_\_

I certify that this payment is a correct charge to the account(s) indicated.

AUTHORIZED SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

TOTAL (DO NOT KEY)

Canadian Society for Women in Philosophy (C-SWIP)  
11th Annual Conference, September 16-17-18, 1988  
"Women in Particular: Epistemology, Ethics, and Politics"

---

c/o Department of Philosophy, University of Alberta, Edmonton, T6G 2E5  
Lynda Lange, (403) 432-2055 or 432-4999; Debra Shogan, (403) 432-2018

Nov. 17, 1988

Hi Maizey,

We are nearing the end of our reporting period for the Conference. Just a note to say we have not received the cheque for \$300 yet.

Thanks again for your support.

Lynda









THE UNIVERSITY OF ALBERTA  
CHEQUE REQUISITION

REQUISITION No 27664 **MAR 90**

INSTRUCTIONS:

- Use this form only for (a) reimbursement of out-of-pocket expenses (attach proof of payment), *please note that expenditures for goods or services in excess of \$75 require approval of the Purchasing Department prior to incurring the expense;* (b) payment for memberships or subscriptions (attach order form or renewal notice); (c) payment for single copies of books, total value under \$50 (attach supporting documentation); (d) payment for publication charges and reprints (attach supporting documentation); (e) refunds (provide University receipt number of original payment). *sent in mar 8/90*
- Do NOT use this form to request payment of vendor invoices, personal services, travel advances or travel expenses, or to seek reimbursement from petty cash (Please refer to the Manual of Administrative Procedures).
- Staple all supporting documentation to the top right hand corner on the back of the form.

Please issue a cheque to:

NAME (Type or Print)  
MAY DIBREBENKO

ADDRESS (Street)  
10210-88 ST

CITY AND PROVINCE/STATE  
EDMONTON

POSTAL CODE/ZIP CODE  
T5H 1P5

AMOUNT 65.00

DATE CHEQUE REQUIRED  
asap

SPECIAL INSTRUCTIONS  
ph: 8950 or 465-6652 if problems

PURPOSE OF PAYMENT:

to reimburse for out of pocket expenses, bills attached

TYPE	VOUCHER REFERENCE				SUPPLIER NUMBER	REFERENCE		REFERENCE
	YEAR	MO.	NUMBER	ITEM		MO.	DAY	

DO NOT WRITE IN SHADED AREAS

Key columns 1 to 32 for each of the lines completed below.

D I S	E N C	DESCRIPTION

ACCOUNT NAME (DO NOT KEY)  
Coordinating CHe Women-Stud

ACCOUNT DISTRIBUTION				D C	AMOUNT
MAJOR	INTERMED	MINOR	MEMO		
64011	314201				65.00

APPROVED BY \_\_\_\_\_ (for Comptroller)

DATE \_\_\_\_\_

I certify that this payment is a correct charge to the account(s) indicated.

AUTHORIZED SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

TOTAL (DO NOT KEY)







# CHEQUE REQUISITION

### INSTRUCTIONS:

- Use this form only for (a) reimbursement of out-of-pocket expenses (attach proof of payment), *please note that expenditures for goods or services in excess of \$75 require approval of the Purchasing Department prior to incurring the expense;*  
 (b) payment for memberships or subscriptions (attach order form or renewal notice);  
 (c) payment for single copies of books, total value under \$50 (attach supporting documentation);  
 (d) payment for publication charges and reprints (attach supporting documentation);  
 (e) refunds (provide University receipt number of original payment).
- Do NOT use this form to request payment of vendor invoices, personal services, travel advances or travel expenses, or to seek reimbursement from petty cash (Please refer to the Manual of Administrative Procedures).
- Staple all supporting documentation to the top right hand corner on the back of the form.

To: Mary Potembo.  
 Women's Research Ctr  
 11043-90 Ave.

please use a cheq. req.

Materials Mgmt.  
 Karl

3282

(the 75. restriction does  
 not bar usage.)



VENDOR CODE	REQUISITION NUMBER <b>K 35065</b>	ORDER NUMBER
-------------	--------------------------------------	--------------

**UNIVERSITY OF ALBERTA**  
**PURCHASE REQUISITION**  
 THIS IS NOT AN ORDER

DATE *Nov 28/89*

F.O.B. POINT  SHIPPING POINT  
 UNIVERSITY OF ALBERTA

PAYMENT TERMS  NET 30 DAYS

FEDERAL SALES TAX  EXEMPT  INCLUDED  EXTRA  NOT APPLICABLE

DUTY  FREE  EXTRA  INCLUDED

BUYER

QUOTES OR TENDERS DUE

SUGGESTED SUPPLIERS

*Mary Potrebenko*  
*10210-88 St*  
*Edmonton*  
*T5H-1P5*

- PLEASE GIVE COMPLETE CATALOG DESCRIPTIONS AND/OR VENDOR'S CATALOG NUMBERS TO FULLY IDENTIFY YOUR REQUIREMENTS. ATTACH ANY ADDITIONAL INFORMATION TO THIS FORM.
- WRITTEN QUOTATIONS MAY BE OBTAINED AT THE DISCRETION OF THE PURCHASING DIVISION.
- PLEASE GIVE INVENTORY INFORMATION FOR EQUIPMENT OF GREATER THAN \$100.00 UNIT VALUE.
- SUPPLIER ADDRESS SHOULD ALWAYS INCLUDE THE POSTAL CODE (CANADA) OR ZIP CODE (U.S.)
- INDICATE DATE REQUIRED.

DELIVER TO: (above) ↑ DEPARTMENT

ROOM & BUILDING

INDIVIDUAL *Mary Potrebenko*

*immediately*  
 DATE REQUIRED

QUANTITY & UNIT	C.C.	CATALOG NUMBER	DESCRIPTION & PRICE	
<i>varied</i>			<i>Miscellaneous items - photocopying</i>	<i>31.89</i>
			<i>for 2nd Annual Feminist Research Forum</i>	<i>56.56</i>
			<i>Oct 27+28/89</i>	<i>7.09</i>
			<i>Tea 2.58 x 2</i>	<i>5.16</i>
			<i>Kitchenware</i>	<i>28.40</i>
			<i>Food</i>	<i>5.95</i>
			<i>Paper</i>	<i>6.57</i>
			<i>Receipt Books</i>	<i>8.92</i>
			<i>Cups</i>	<i>30.70</i>
			<i>Tickets</i>	<i>3.90</i>

EQUIPMENT INVENTORY → HOLDER/DIVISION ROOM/AREA

FOLLOW UP  SCHEDULE FOR: ENCLOSURE  ACKNOW  ATTACHM.  FREE  APPLICABLE  EXEMPT  APPLICABLE  NOT APPLICABLE

FOR INFORMATION CALL CHARGE TO ACCOUNT NUMBER(S) DEPARTMENT *67-30623 ED FDNS*

TELEPHONE *8950 or 465-6652 + +th after 3*

APPROVAL

ESTIMATED TOTAL VALUE **\$185.14**

AUTHORIZED SIGNATURE *Mary Potrebenko*





THE UNIVERSITY OF ALBERTA  
CHEQUE REQUISITION

MAY 90  
REQUISITION No 27659

INSTRUCTIONS:

- Use this form only for (a) reimbursement of out-of-pocket expenses (attach proof of payment), *please note that expenditures for goods or services in excess of \$75 require approval of the Purchasing Department prior to incurring the expense;* (b) payment for memberships or subscriptions (attach order form or renewal notice); (c) payment for single copies of books, total value under \$50 (attach supporting documentation); (d) payment for publication charges and reprints (attach supporting documentation); (e) refunds (provide University receipt number of original payment).
- Do NOT use this form to request payment of vendor invoices, personal services, travel advances or travel expenses, or to seek reimbursement from petty cash (Please refer to the Manual of Administrative Procedures).
- Staple all supporting documentation to the top right hand corner on the back of the form.

Please issue a cheque to:

NAME (Type or Print) CRIAW/ICREF KIWIC INDEX

ADDRESS (Street) 1119-70 Avenue

CITY AND PROVINCE/STATE Edmonton

POSTAL CODE/ZIP CODE T6E 2E1

AMOUNT \$ 5000

DATE CHEQUE REQUIRED A.S.H.P.

SPECIAL INSTRUCTIONS

PURPOSE OF PAYMENT:

Subscription for volume 6 issues 1-3.

TYPE	VOUCHER REFERENCE				SUPPLIER NUMBER	REFERENCE		REFERENCE
	YEAR	MO.	NUMBER	ITEM		MO.	DAY	

DO NOT WRITE IN SHADED AREAS

Key columns 1 to 32 for each of the lines completed below.

DIS	ENC	DESCRIPTION

ACCOUNT NAME (DO NOT KEY)  
Coordinating Off on Women's Studies  
(Women's Research Centre)

ACCOUNT DISTRIBUTION				D/C	AMOUNT
MAJOR	INTERMED	MINOR	MEMO		
<u>6401131</u>	<u>4270</u>				

APPROVED BY \_\_\_\_\_ (for Comptroller)

DATE \_\_\_\_\_

I certify that this payment is a correct charge to the account(s) indicated.

AUTHORIZED SIGNATURE [Signature] DATE \_\_\_\_\_

TOTAL (DO NOT KEY)







THE UNIVERSITY OF ALBERTA  
CHEQUE REQUISITION

REQUISITION No 27659

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3. Staple all supporting documentation to the top right hand corner on the back of the form.

Issue a cheque to:

(Type or Print) CRIAW/ICREF KWIC INDEX

(Street) 11019-90 Avenue

CITY/PROVINCE/STATE Edmonton

CODE/ZIP CODE T6E 2E1

AMOUNT \$ 25.00

DATE CHEQUE REQUIRED A.S.A.P.

SPECIAL INSTRUCTIONS

DESCRIPTION OF PAYMENT:

subscription for Volume 6, issues 1-3.

VOUCHER REFERENCE				SUPPLIER NUMBER	REFERENCE		REFERENCE
TSR	MO.	NUMBER	ITEM		MO.	DAY	

DO NOT WRITE IN SHADED AREAS

Key columns 1 to 32 for each of the lines completed below.

DESCRIPTION			

ACCOUNT NAME (DO NOT KEY)  
Coordinating Ctte on Women's Studies  
(Women's Research Centre)

ACCOUNT DISTRIBUTION				P/C	AMOUNT
MAJOR	INTERMED	MINOR	MEMO		
6401131	4270				25.00

25.00  
TOTAL (DO NOT KEY)

APPROVED BY \_\_\_\_\_ (for Comptroller)

DATE \_\_\_\_\_

I certify that this payment is a correct charge to the account(s) indicated.

AUTHORIZED SIGNATURE [Signature] DATE May 10, 1990



ANNUAL SUBSCRIPTION - THREE ISSUES,  
MAY, SEPT AND JAN

CRIAW members-----\$25.00 Non-members-----\$40.00 Price includes postage and handling.

Back issues are also available at \$15.00 per volume (members) and \$25 per volume (non-members),  
or all four volumes for \$40.00 (members) and \$65.00 (non-members).

Vol 1 (May 85 - Apr 86)

Vol 2 (May 86 - Apr 87)

Vol 3 (May 87 - Apr 88)

Vol 4 (May 88 - Apr 89)

NAME	<i>Women's Research Centre</i>		
ADDRESS	<i>11043 - 90 Ave, Edmonton</i>		
POSTAL CODE		PHONE	<i>443-7856</i>
BACK VOLUMES REQUIRED			
New Subscription <input checked="" type="checkbox"/>		Renewal <input type="checkbox"/>	
TOTAL ENCLOSED		\$	<i>25.00</i>

To: Canadian Women's Periodicals Index:  
11019 90 Avenue: University of Alberta: Edmonton AB T6G 2E1

**BON DE COMMANDE**  
ABONNEMENT ANNUEL - TROIS NUMÉROS,  
MAI, SEPT ET JAN

Membres de ICREF-----25.00\$ Non-membres-----40.00\$. Le prix inclut l'affranchissement.

Les publications antérieures sont aussi disponibles à 15\$ le volume (les membres) et à 25\$ (les  
non-membres). Tous les quatres volumes coûteront 40\$ (membres) et 65\$ (non-membres).

Vol 1 (mai 85 - avril 86)

Vol 2 (mai 86 - avril 87)

Vol 3 (mai 87 - avril 88)

Vol 4 (mai 88 - avril 89)

NOM			
ADRESSE			
CODE POSTAL		PHONE	
VOLUMES ANTERIEURS REQUIS			
Nouvelle abonnement <input type="checkbox"/>		Re-abonnement <input type="checkbox"/>	
MONTANT TOTAL		\$	



**UNIVERSITY OF ALBERTA**  
 MATERIALS MANAGEMENT DEPARTMENT  
 CENTRAL STORES DIVISION

# INVOICE

**DELIVER TO:**

DEPARTMENT EDUCATIONAL FOUNDATIONS  
 11043-90AVE.

ADDRESS NOREEN BELL PH:8950  
 38 18500 9380

ACCOUNT NO. A. STAUFFER (PLAN&DEV)  
 CONTACT

MEMO 06/10/92

DATE 22 OCT 1992  
 57140

INVOICE NO.

4966

GST # R108102831

PHONE:

DEPT. REQUISITION NO.

JOB NUMBER

WORK ORDER NO.

ORDERED	UNIT	ITEM NO.	DESCRIPTION	SHIPPED	BACK ORDERED	PRICE	EXTENSION
1	EA	9T21134	TABLE ROUND 48" X 29"H ORANGE C/W PED BASE	1		.0000	.00
2	EA	9T20150	TABLE COFFEE 32" X 32" X 20"H WALNUT LAMINATE	2		.0000	.00
1	EA	9T11189	TABLE 36" X 36" X 29"H WALNUT/CHARCOAL	1		.0000	.00
1	EA	9T10130	TABLE STUDY SOLID LEG 22"X24" SEAWIST GREEN	1		.0000	.00
2	EA	9C40335	CHAIR ARM GREEN VINYL/CHROME FRAME	2		.0000	.00

REFERENCE: MISENER/MARGETTS WOMEN'S RESEARCH CENTRE  
 DELIVERY : PLS. COMBINE WITH DEL. SLIP#31023  
 DEL. SCH. : AFTER 2:00 P.M.

TOTAL .00

GST .00

**TOTAL INVOICE** .00

RECEIVED BY

FILLED BY  
NUMBER

FOSHAUG, Bob

DELIVERED BY  
NUMBER

Printed on Recycled Paper



**Distribution:**

**White:** Budget approval; Action

**Blue:** Budget files

**Pink:** Data entry; Master file

**Yellow:** Retained by originator

**Green: (if present):** Department's information

**Gold (if present):** Physical Plant circulation



Department of Physical Plant  
University of Alberta

### WORK REQUISITION

ORIGINATING DEPT.: DO NOT FILL SHADED AREAS

(Department)

AR #	DIV.	REQUISITION No.
No.: _____		256
STATUS * CHECK ( ) AS REQUIRED		JOB NUMBER
H <input type="checkbox"/> = HOLD; S <input type="checkbox"/> = STANDING OPEN		TYPE OF JOB

ORIGINATING DATE

PLEASE FURNISH THE UNDERNOTED GOODS AND /OR SERVICES TO:

PERSON TO CONTACT	PHONE NUMBER	MOST CONVENIENT PERIOD FOR WORK TO BE DONE	
BUILDING, AREA OR SERVICE	LOC-PT 1	ROOM NO. OR SPECIFIC LOCATION	LOC-PT2
OPEN OR REQUESTED DATE (YR-MO-DA)	CLOSE DATE (YR-MO-DA)	EST	PHYSICAL PLANT'S ESTIMATE OF COST
			\$

DESCRIPTION OF WORK (Title followed by details)

*[Faint handwritten text in yellowed area]*

CHARGE ACCOUNT NO.				
	MAJOR	INTERMEDIATE	MINOR	PROJECT

TYPE OF BILLING		
None	By Job	By W.O.
0	1	2
Job Prog. (By Job)	Job Delay	Job Prog. (By W.O.)
3	4	5

PHYSICAL PLANT'S ESTIMATE NO. (If available)
ORDERING DEPARTMENT'S ESTIMATE COST
\$

ACCOUNT TITLE: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_  
PLEASE PRINT NAME: \_\_\_\_\_

**- PHYSICAL PLANT USE ONLY -**

DRAWING No.'s \_\_\_\_\_

DESIGN NO.: \_\_\_\_\_

PROJECTS  BUILDING MAINTENANCE  MECHANICAL UTILITIES  ELECTRICAL UTILITIES   
 OPERATIONS  TELEPHONES  VEHICLE POOL  GROUNDS

PHYSICAL PLANT APPROVAL: \_\_\_\_\_  
 JOB NO.: \_\_\_\_\_ W.O. NO.: \_\_\_\_\_

OTHER (specify)  \_\_\_\_\_

X-REF-NO. (Bldg/Est/File No.?)





OCT 20/92

FURNITURE DELIVERY

DISTRIBUTION DIVISION

DISTRIBUTION OF ORDER NO.

SUPPLY FROM STOCK

SURPLUS (DECLARATION ATTACHED)

DELIVER TO: (DEPT., BLDG. OR AREA)

WOMEN'S RESEARCH CENTRE  
11043-90 AVE ATTN: NOREEN BELL PH: 8950

QUANTITY	CODE	DESCRIPTION	ROOM NO.
6	XX-111	SIDE CHAIRS, INTERIORS INT. FRAME: CHROME FABRIC: VINYL Color - Green	
		Reference Educ. FOUNDATIONS	
		Del. Sch. After 2:00 P.M.	
		Pls. combine with Transact 57140	

AUTHORIZED BY:

DATE RECEIVED:

DELIVERED BY:

BY: *Noreen Bell*

31023



## [ ACTIVITY REPORT ]

06/15/92 09:46

4034310332

CAMPUS COPY CTR.

MODE	CONNECTION TEL	CONNECTION ID	START TIME	USAGE T.	PAGES
TX	403 452 8118		06/15 09:45	00'37	01(00)

CAMPUS COPY

Name: 492-8950-Noreen.  
 Type Style: Gatineau italic  
 Type Size (approx): \_\_\_\_\_  
 Longest Line Length: 6 cm  
 Self-inking? \_\_\_\_\_

MISENER / MARGETTS  
 WOMEN'S RESEARCH CENTRE  
 11043 - 90 AVENUE  
 EDMONTON, AB T6G 1A6

OTHER SPECIAL INSTRUCTIONS: Please center

Dear Customer: Please fill in stamp copy, centering approximately how you want it to appear.

		M	I	S	E	N	E	R	/	M	A	R	G	E	T	T	S							
		W	O	M	E	N	'	S		R	E	S	E	A	R	C	H		C	E	N	T	R	E
		1	1	0	4	3		9	0		A	V	E	N	U	E								
		E	D	M	O	N	T	O	N		A	L	T	A										
								T	6		G	1	A	6										

PAID  
 17.21  
 + GST  
18.41