

UNIVERSITY OF MINNESOTA
MINNEAPOLIS

OFFICE OF THE COMPTROLLER

April 23, 1932.

1143
93064
1532.

Mr. Lloyd Morey
Mr. Carl E. Steeb
Mr. W. H. Bates
Mr. J. B. Phillips
Mr. Shirley W. Smith
Mr. L. E. Gundersen
Mr. E. C. Plimpton
Mr. U. H. Smith
Mr. R. B. Stewart
Mr. C. A. Kuntz
Mr. L. A. Nichols

Gentlemen:

I am enclosing for your information a set
of our revised Business Administration Organization
charts.

It will be noted that we have also included
charts showing the office routine of requisitions,
purchasing orders, and invoices.

Cordially yours

W. T. Middlebrock

Comptroller

W. T. Middlebrock/B

EXHIBIT ONE
 UNIVERSITY OF MINNESOTA
 BUSINESS ADMINISTRATION CHART
 MARCH 1932

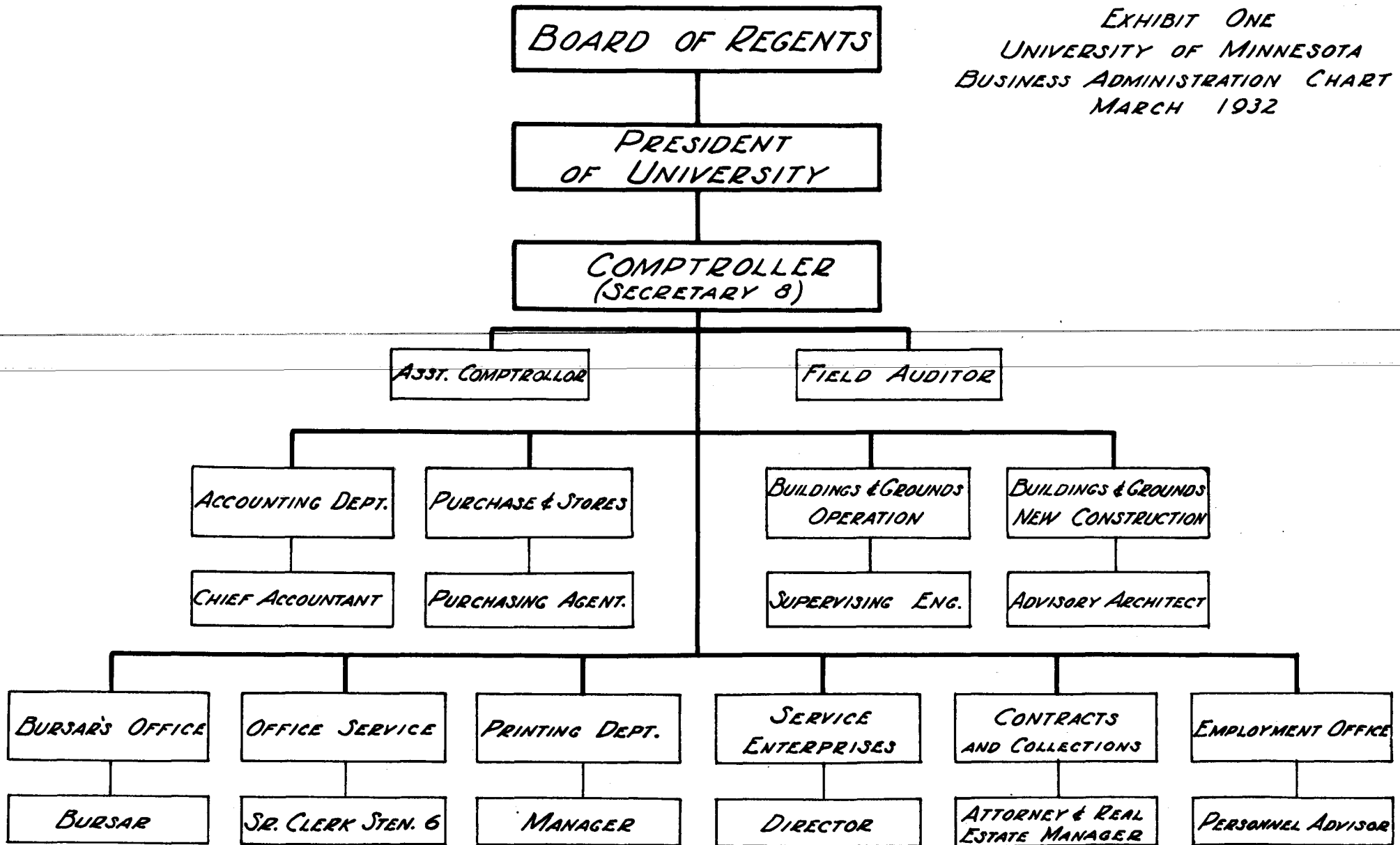
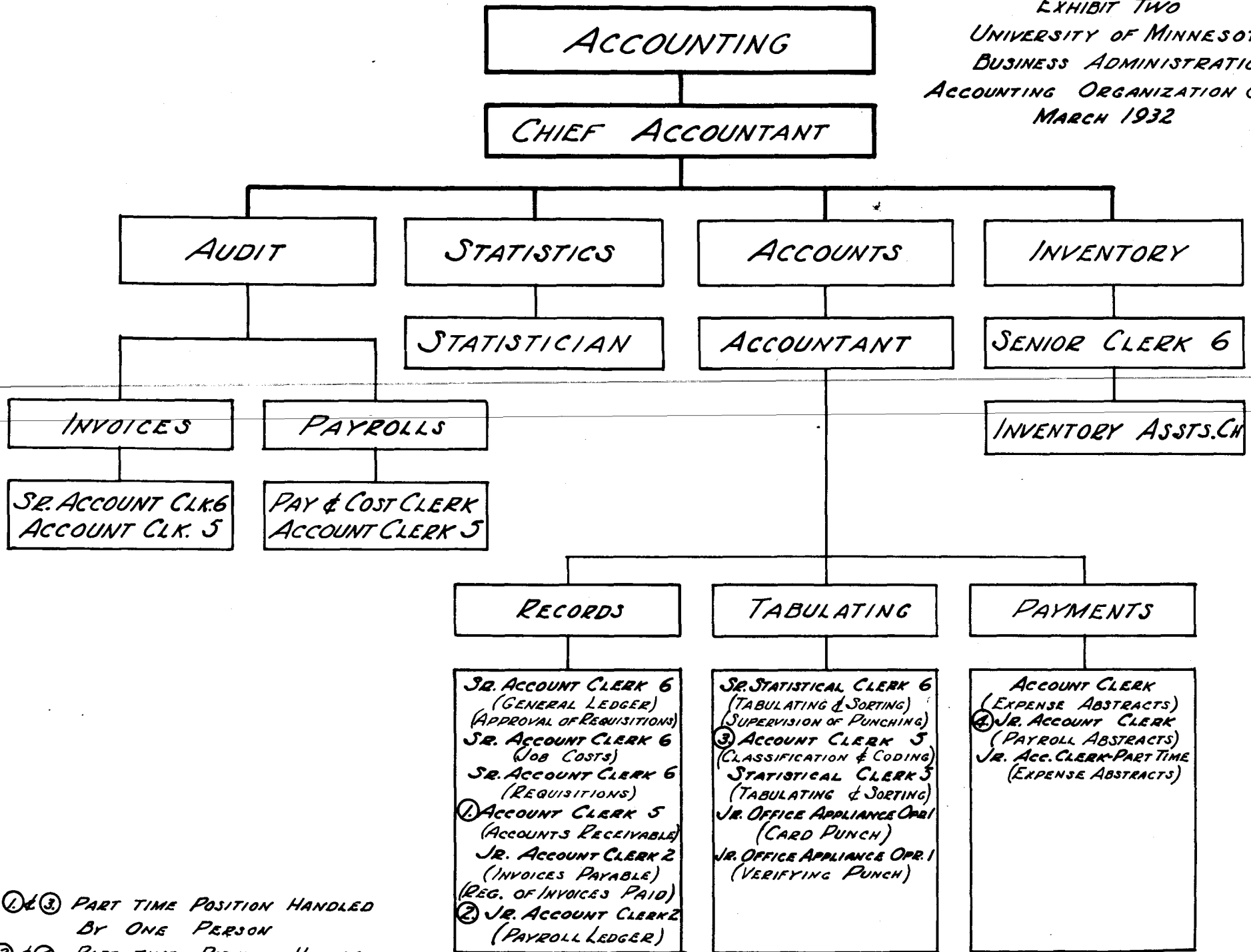


EXHIBIT TWO
 UNIVERSITY OF MINNESOTA
 BUSINESS ADMINISTRATION
 ACCOUNTING ORGANIZATION CHART
 MARCH 1932



① & ③ PART TIME POSITION HANDLED
 BY ONE PERSON
 ② & ④ PART TIME POSITION HANDLED
 BY ONE PERSON

EXHIBIT THREE
UNIVERSITY OF MINNESOTA
BUSINESS ADMINISTRATION
PURCHASE & STORES ORG. CHART
MARCH 1932

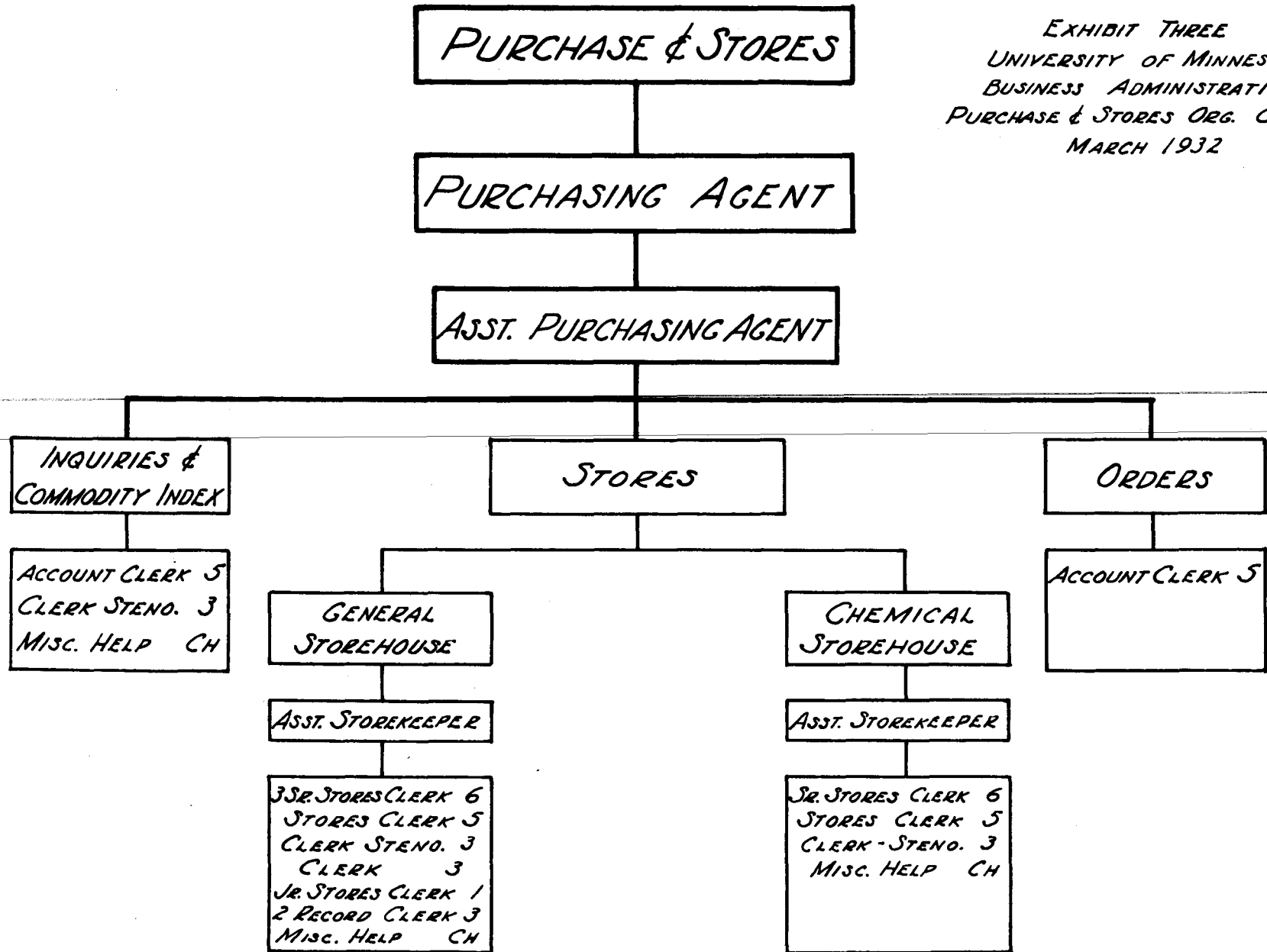
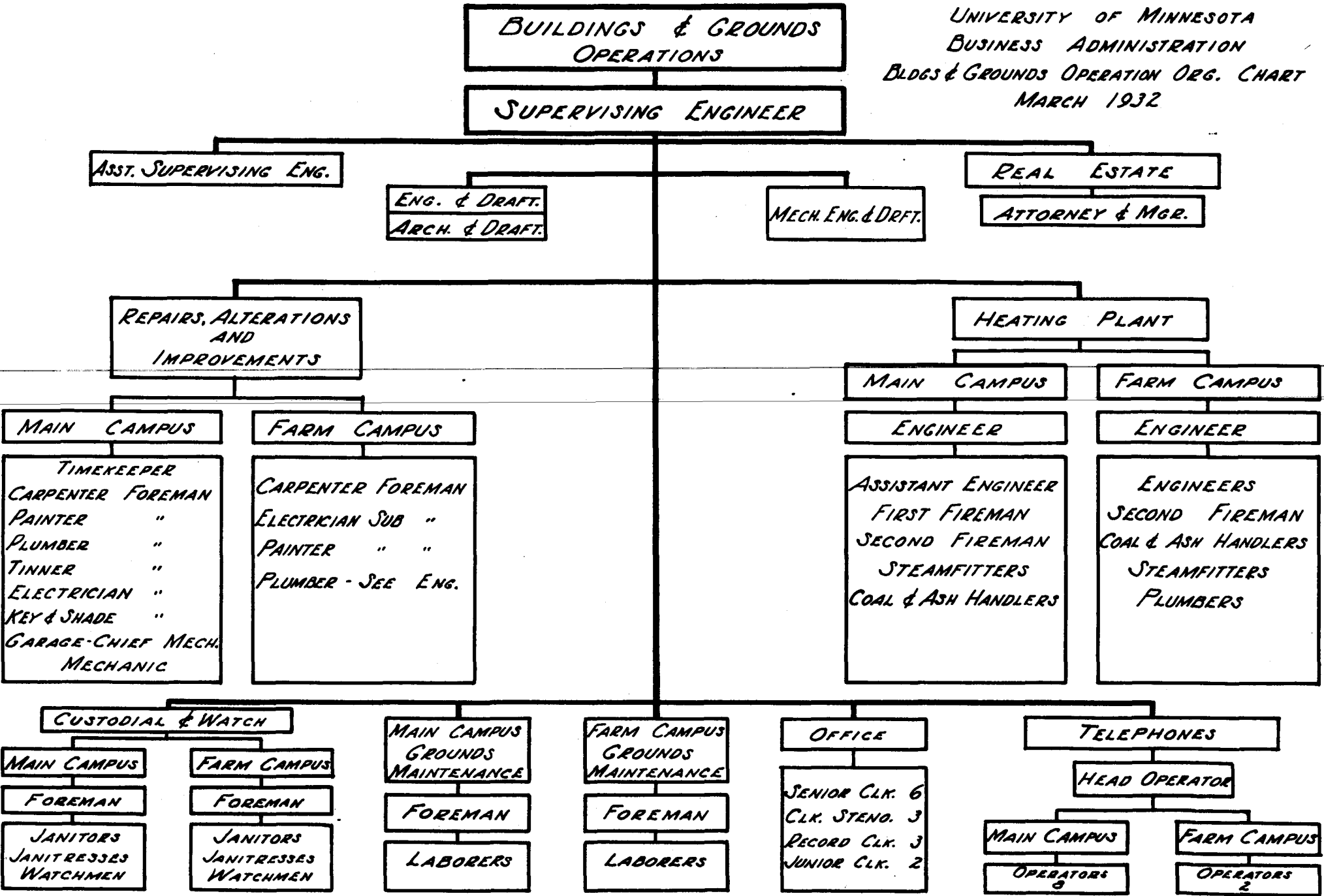


EXHIBIT FOUR
 UNIVERSITY OF MINNESOTA
 BUSINESS ADMINISTRATION
 BLDGS & GROUNDS OPERATION ORG. CHART
 MARCH 1932



TIMEKEEPER
 CARPENTER FOREMAN
 PAINTER "
 PLUMBER "
 TINNER "
 ELECTRICIAN "
 KEY & SHADE "
 GARAGE-CHIEF MECH.
 MECHANIC

CARPENTER FOREMAN
 ELECTRICIAN SUB "
 PAINTER " "
 PLUMBER - SEE ENG.

ENGINEER
 ASSISTANT ENGINEER
 FIRST FIREMAN
 SECOND FIREMAN
 STEAMFITTERS
 COAL & ASH HANDLERS

ENGINEERS
 SECOND FIREMAN
 COAL & ASH HANDLERS
 STEAMFITTERS
 PLUMBERS

FOREMAN
 JANITORS
 JANITRESSES
 WATCHMEN

FOREMAN
 JANITORS
 JANITRESSES
 WATCHMEN

FOREMAN
 LABORERS

FOREMAN
 LABORERS

SENIOR CLK. 6
 CLK. STENO. 3
 RECORD CLK. 3
 JUNIOR CLK. 2

OPERATORS 5

OPERATORS 2

EXHIBIT FIVE
UNIVERSITY OF MINNESOTA
BUSINESS ADMINISTRATION
BURSAR'S OFFICE ORG. CHART
MARCH 1932

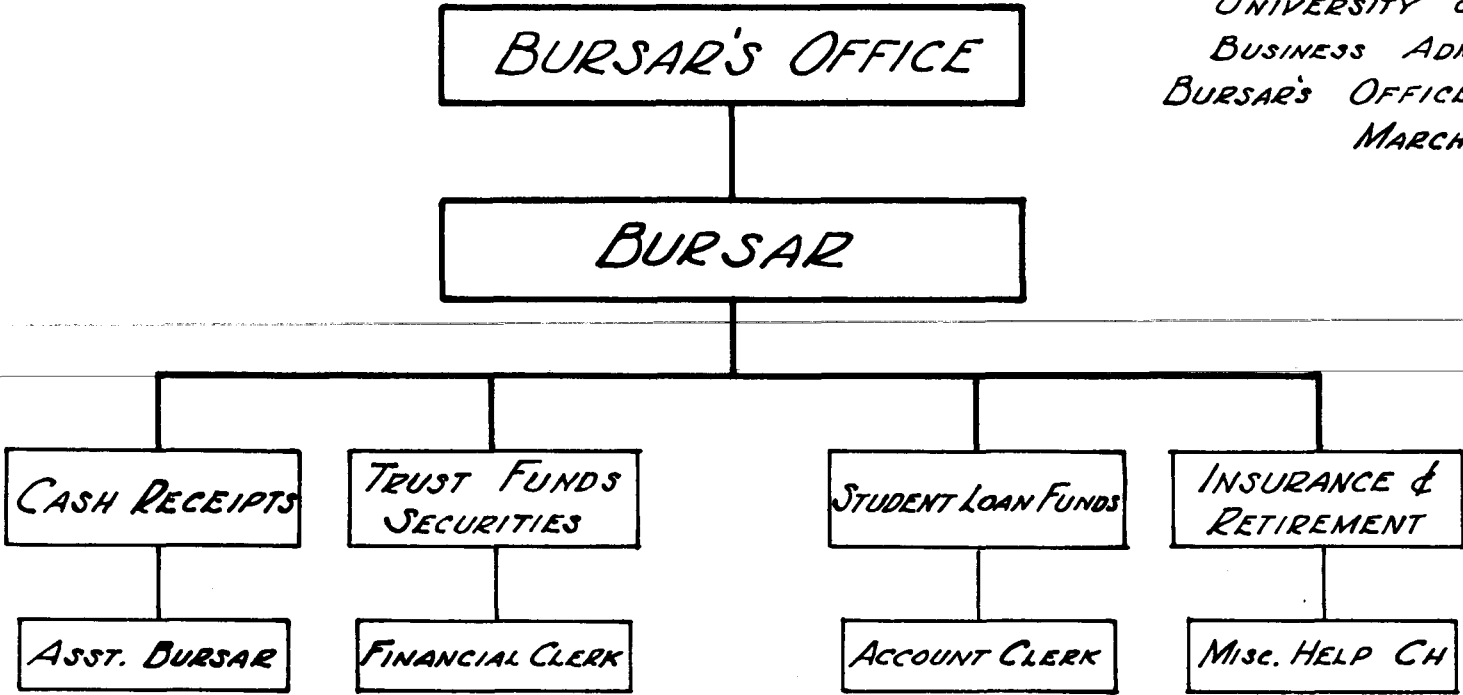


EXHIBIT SIX
UNIVERSITY OF MINNESOTA
BUSINESS ADMINISTRATION
OFFICE SERVICE ORG. CHART
MARCH 1932

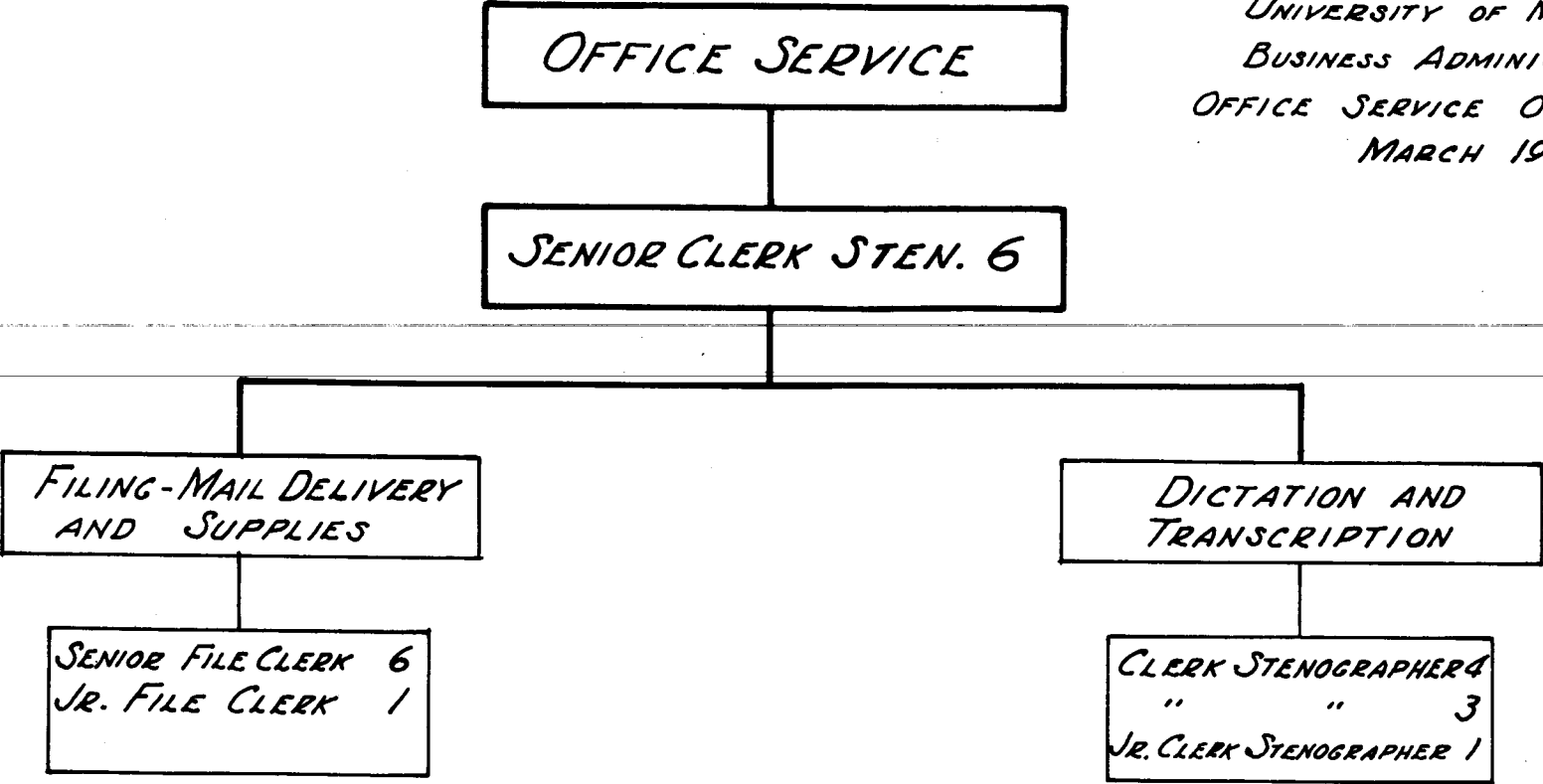


EXHIBIT SEVEN
UNIVERSITY OF MINNESOTA
BUSINESS ADMINISTRATION
PRINTING DEPT. ORG. CHART
MARCH 1932

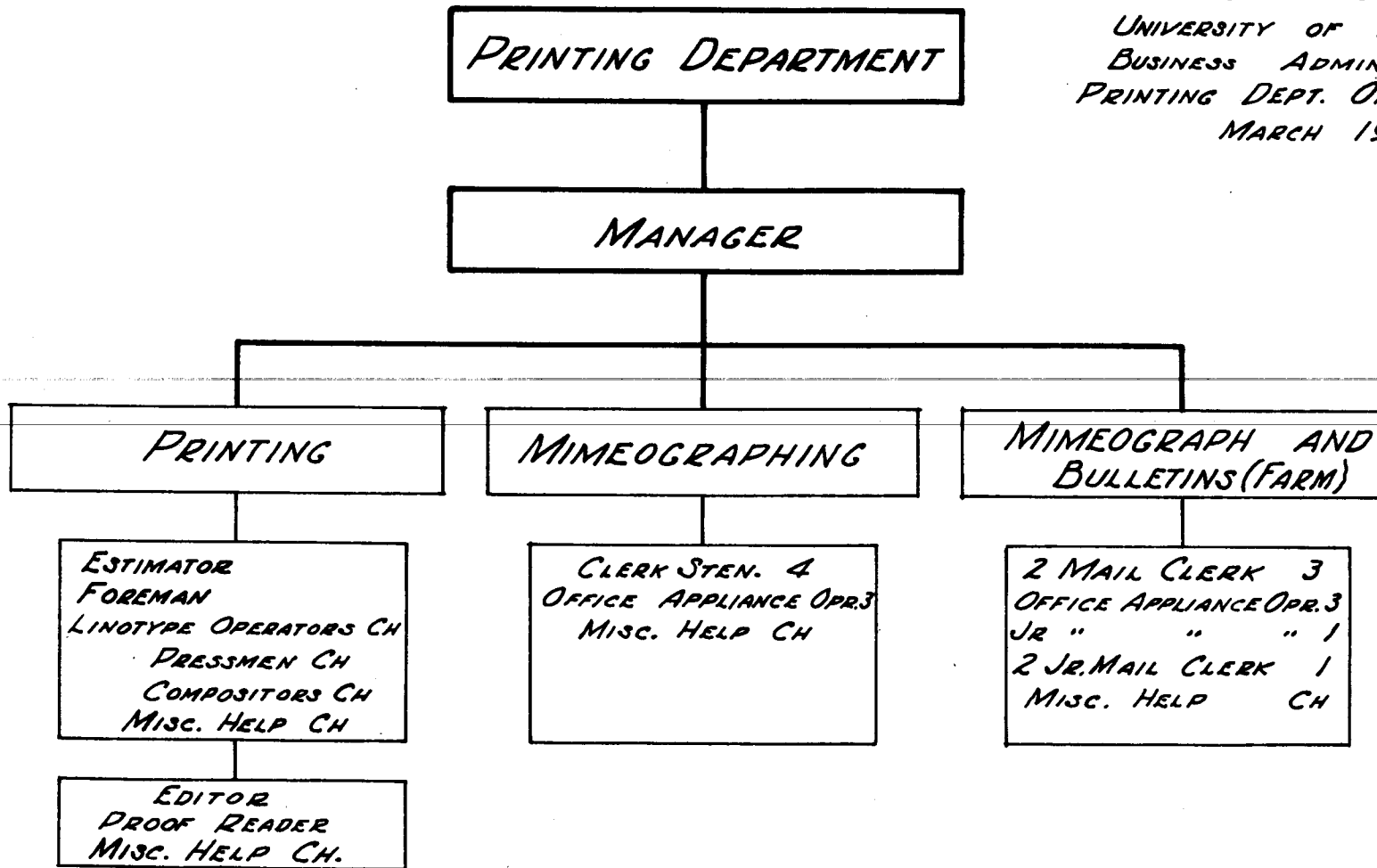
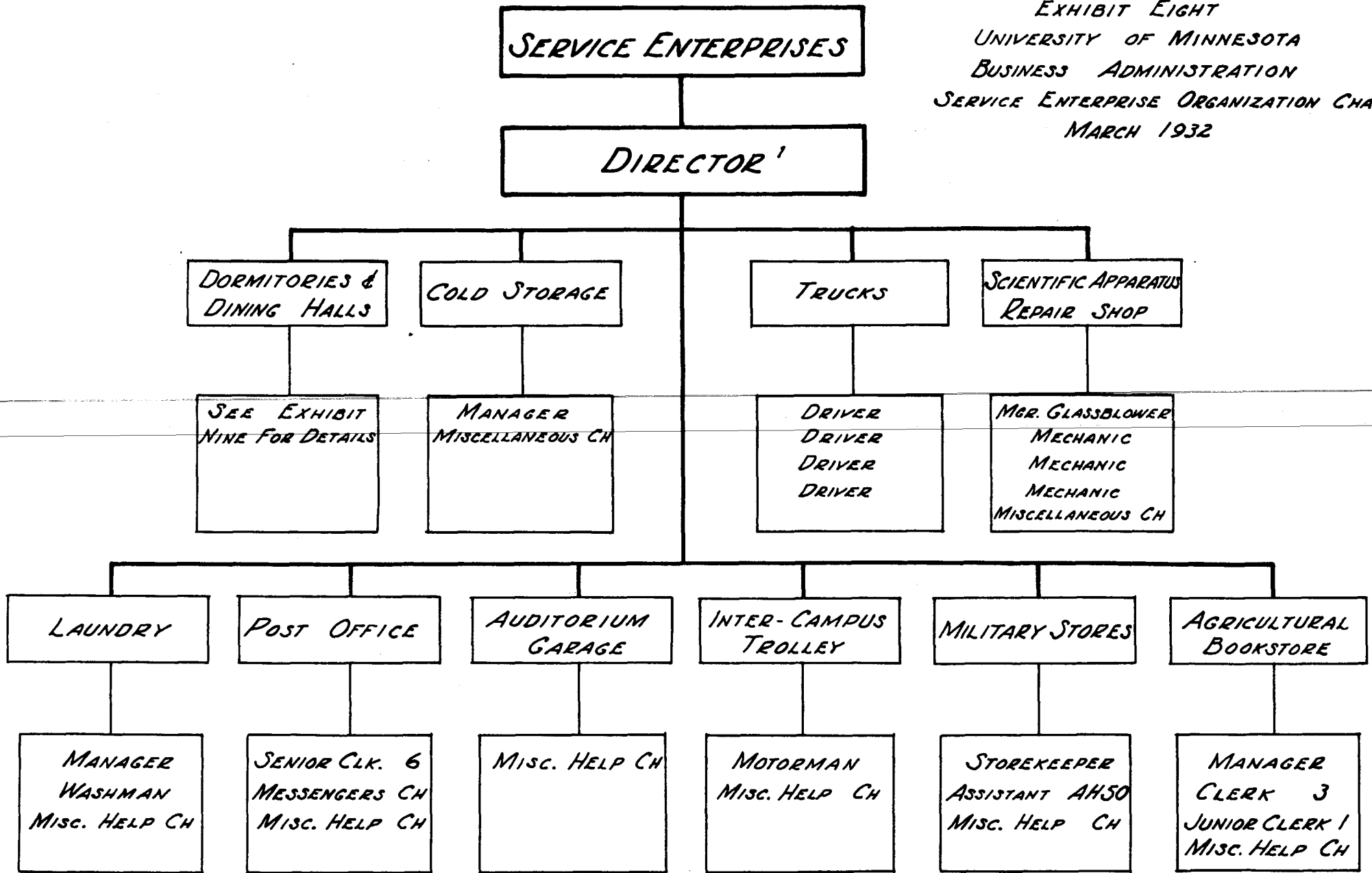


EXHIBIT EIGHT
 UNIVERSITY OF MINNESOTA
 BUSINESS ADMINISTRATION
 SERVICE ENTERPRISE ORGANIZATION CHART
 MARCH 1932



1. ALSO RESPONSIBLE FOR THE FOLLOWING DEPARTMENTS: LOCKERS,
 LUNCH ROOMS AT STADIUM, PIONEER HALL & SANFORD HALL.

EXHIBIT NINE
UNIVERSITY OF MINNESOTA
BUSINESS ADMINISTRATION
DORMITORY-DINING HALL - CAFETERIAS
MARCH 1932

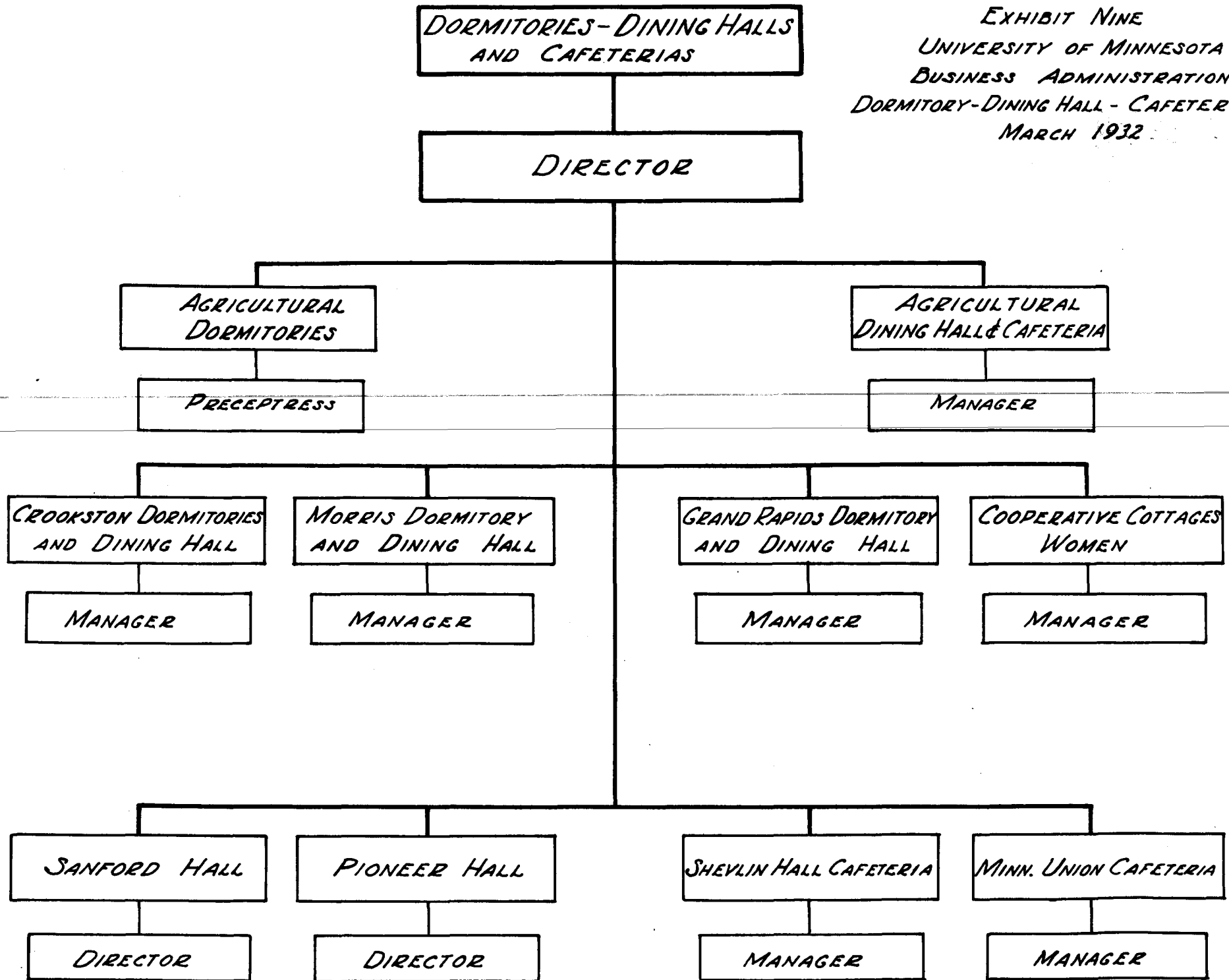
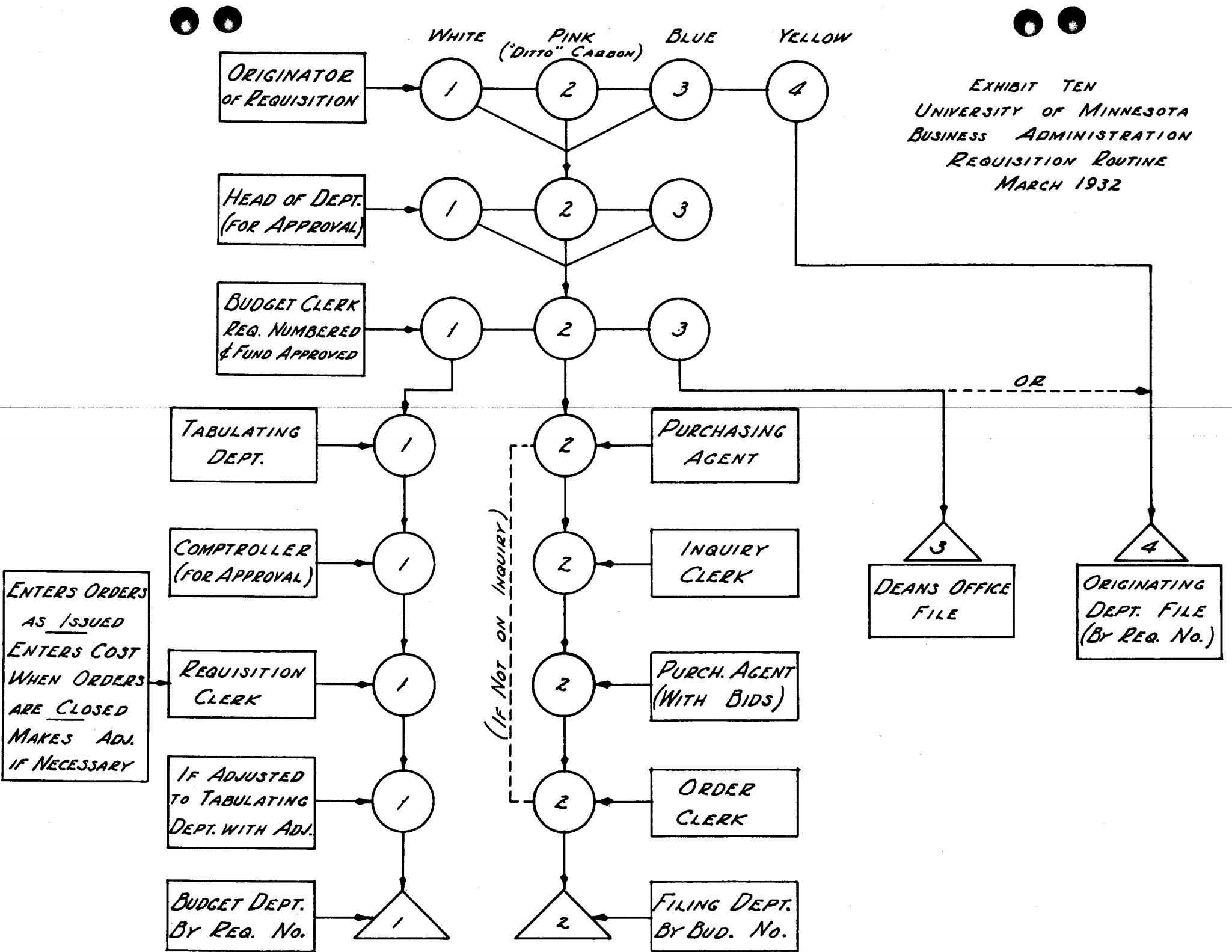


EXHIBIT TEN
 UNIVERSITY OF MINNESOTA
 BUSINESS ADMINISTRATION
 REQUISITION ROUTINE
 MARCH 1932



ENTERS ORDERS
 AS ISSUED
 ENTERS COST
 WHEN ORDERS
 ARE CLOSED
 MAKES ADJ.
 IF NECESSARY

IF ADJUSTED
 TO TABULATING
 DEPT. WITH ADJ.

BUDGET DEPT.
 BY REQ. No.

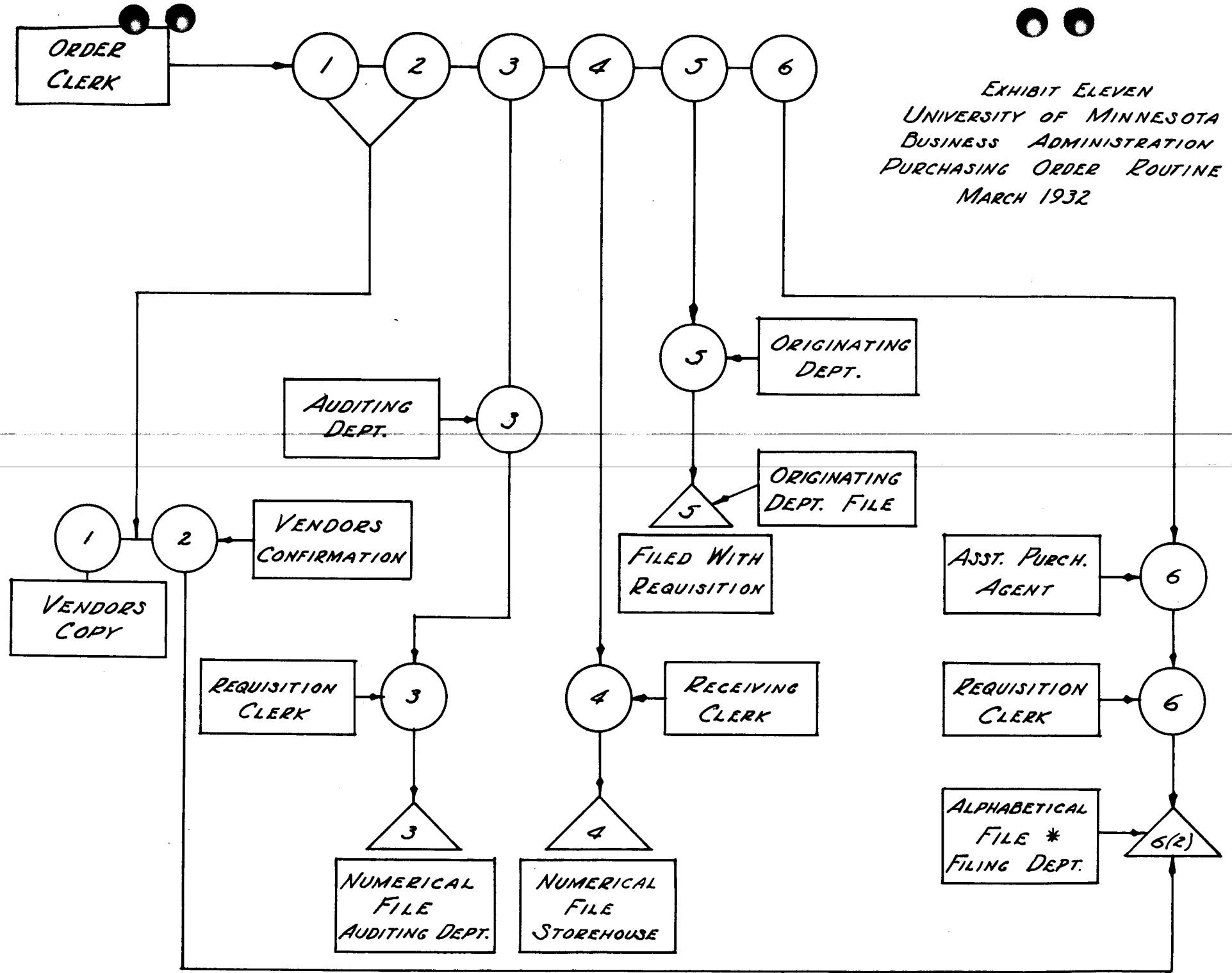
(IF NOT ON INQUIRY)

FILING DEPT.
 BY BUD. No.

DEANS OFFICE
 FILE

ORIGINATING
 DEPT. FILE
 (BY REQ. No.)

EXHIBIT ELEVEN
 UNIVERSITY OF MINNESOTA
 BUSINESS ADMINISTRATION
 PURCHASING ORDER ROUTINE
 MARCH 1932



* REPLACED BY CONFIRMATION WHEN RETURNED

