

C - 39-01C-01

Martin Luther King, Jr. Scholarship Fund of Oregon

P.O. BOX 751
PORTLAND STATE UNIVERSITY
PORTLAND, OREGON 97207

January 8, 1975

Mr. Alonzo Jamison, Jr., Director
Model Cities Agency
City of Portland
5329 N. E. Union Avenue
Portland, Oregon 97211

W. Philip McLaurin
President

Dennis G. Payne
Executive Director

(503) 229-4475

Re: Forecasted Costs

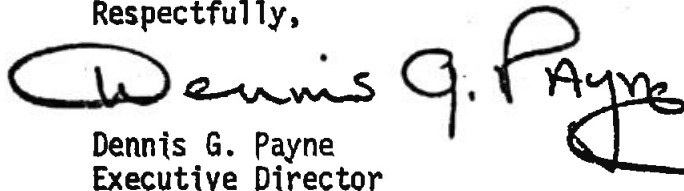
Dear Mr. Jamison:

Pursuant to your correspondence of December 19, 1974 and received by the Scholarship Office December 26, 1974 concerning the need for the Martin Luther King, Jr. Scholarship Fund of Oregon to forecast its operating costs for the period of December 1974 thru March 1975, please find enclosed the above mentioned document.

The Scholarship Office of the Martin Luther King, Jr. Scholarship Fund of Oregon would like to call to your attention the fact that because of your deadline for this document, we have not had proper time to clear the said document with our Board of Directors and/or our Accountant, Bowens-Duncan Company. Our Board of Directors is scheduled to meet on Thursday, January 16, 1975 and our Accountant will be able to provide us with some more "financial" information concerning our budget around the same time. Therefore, the Scholarship Office will be able to forward to your attention a revised "forecast of our planned operating costs" by Monday, January 20, 1975.

Your cooperation and understanding in the above mentioned matter will be greatly appreciated by both the Scholarship Office of the Martin Luther King, Jr. Scholarship Fund of Oregon and the students that it serves'.

Respectfully,


Dennis G. Payne
Executive Director

RECEIVED
JAN 10 1975

DGP:mb*

Enclosure(s)

cc: Mr. W. Phil Mc Laurin, M.L.K. Board Chairman
Mr. Ron Duncan (Bowens-Duncan Company)

FORECASTED COSTS
MARTIN LUTHER KING, JR. SCHOLARSHIP FUND OF OREGON
JANUARY 8, 1975

I. SPECIFIC CATEGORY ANALYSIS:

20 - Contract Services

The Scholarship Office plans on employing a total of four (4) College Work Study Students during the time period you have requested a forecast of our costs and the approximate cost will be \$ 500.00.

Note: The Scholarship Office has noted that in figuring up the College Work Study budgeted amount for M.L.K., you apparently misread our breakdown of the planned costs. Instead of spending the \$ 5,973.00 that you have listed, the Scholarship Office only planned on spending \$ 1,422; the difference being the amount that the Federal Government pays under the College Work Study Program (80 % excluding the 5 % Fringe Benefits Costs paid by the employing agency).

35 - Out of Town Travel

I definitively do plan on utilizing the funds appropriated for this category during the next two to three (2 to 3) months.

Trip No. 1.

Purpose: The Executive Director will be traveling to Seattle, Washington to investigate the possibility of securing operating funds to continue the Scholarship Fund after Model Cities funding has stopped.

Dates: The Executive Director is planning on making this trip to Seattle, Washington during the week of January 20 - 24, 1975.

Costs: The Executive Director plans on spending at least two to three (2 to 3) days in Seattle, Washington during the above mentioned week, thus the planned costs will be approximately \$ 100.00 to \$ 125.00.

Trip No. 2.

Purpose: The Executive Director will be traveling throughout the State of Oregon during the next three (3) months to visit all of the colleges and universities that presently are receiving our scholarship students to ensure that these students will be able to continue their educations after Model Cities funding has stopped.

FORECASTED COSTS
MARTIN LUTHER KING, JR. SCHOLARSHIP FUND OF OREGON
JANUARY 8, 1975

- 2 -

Dates: January, February and March 1975.

Costs: \$ 359.00

II. CATEGORICAL FORECAST:

Please find attached hereto the forecasted budget for the time period under consideration. (Attachment A.)

III. PERSONNEL:

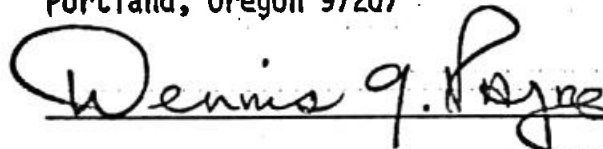
Please find attached hereto the names of current employees of the Martin Luther King, Jr. Scholarship Fund of Oregon whose salaries are paid for out of Model Cities funds. (Attachment A.)

IV. Third Party Contracts and Consultants:

At this time, the Scholarship Office of the Martin Luther King, Jr. Scholarship Fund of Oregon does not planned on entering into any third party contracts for services during the time period under consideration. If, in the future, there develops the need to enter into said contract, the Scholarship Office will promptly inform you of this fact and await your approval upon review.

Prepared By: Scholarship Office
Martin Luther King, Jr.
Scholarship Fund of Oregon
Room 431 S.M.C.
P. O. Box 751
Portland, Oregon 97207

Signed By:



Mr. Dennis G. Payne, Executive Director

Attachments: (1)

DEC 26 1974

SCHOLARSHIPS

ATTACHMENT A

Categorical Forecast:

<u>Category</u>	<u>Estimated Costs For:</u>				<u>Total Est. Category Costs for Dec - Mar</u>
	<u>Dec 74</u>	<u>Jan 75</u>	<u>Feb 75</u>	<u>Mar 75</u>	
#10 - Salaries	\$ 1602.	\$ 1602.	\$ 1602.	\$ 1602.	\$ 6402.
#20 - Contracted services	310.	13810.	310.	13810.	28240.
#30 - Local travel	50.	50.	50.	50.	200.
#35 - Out of town travel	00.	85.	40.	00.	125.
#40 - Consumable supplies	200.	200.	200.	200.	800.
#50 - Space	00.	00.	00.	00.	00.
#55 - Utilities	00.	00.	00.	00.	00.
#60 - Furniture-rent	00.	00.	00.	00.	00.
#65 - Furniture-purch.	00.	00.	00.	00.	00.
#70 - Insurance	00.	00.	00.	00.	00.
#71 - Maint. of equip.	00.	25.	00.	00.	25.
#79 - Miscellaneous	<u>50.</u>	<u>50.</u>	<u>50.</u>	<u>50.</u>	<u>200.</u>
TOTAL EST.	2212.	15822.	2252.	15712.	35998.
MONTHLY COST					

PERSONNEL:

<u>Name</u>	<u>Title</u>	<u>Rate of Pay</u>
Dennis G. Payne	Executive Director	\$ 1006./mo.
Michelle M. Burton	Admin. Sec./Office Mgr.	596./mo.



January 8, 1975

B-45-02B
o/c

ANDREW L. BRANCH & CO., P.S.
Certified Public Accountants
2611 South Dearborn Street
Seattle, Washington 98144
(206) 323-5995

c-29-0/c-01

January 15, 1975

Mr. Phillip Eggert
Budget Analyst
Portland Model Cities Agency
5329 N.E. Union Avenue
Portland, Oregon 97211

Dear Mr. Eggert,

Please find enclosed one (1) copy each of the final audit report for the following Portland Model Cities Program Projects.

<u>Project Name</u>	<u>Period</u>
The Martin Luther King Scholarship Fund of Oregon	June 16, 1973 through June 30, 1974
Albina Contractors Association, Inc.	June 16, 1973 through June 30, 1974
Freedom House	September 5, 1972 (Inception) through June 30, 1974

Sincerely,

Andrew L. Branch & Co., P.S.
Andrew L. Branch & Co., P.S.

ALB/ht

Enclosures (3)

RECEIVED

JAN 16 1975

/mt.

RECEIVED

JAN 16 1975

2/5/75

February 11, 1975

Mr. Dennis Payne
Director, Martin Luther King
Scholarship Fund of Oregon, Inc.
P. O. Box 751
Portland State University
Portland, Oregon 97207

Dear Mr. Payne:

This is to notify you that the Martin Luther King Scholarship Fund Project is being considered by the Budget Review Committee for future Model Cities funding, for the period April 1, 1975 through June 30, 1975.

In order that the Committee can have the data and information necessary in order to make a recommendation to the full Citizens Planning Board on Tuesday, February 18, 1975, it is requested that you comply with the following:

- 1) Prepare a 3-month budget for the period April 1, 1975 through June 30, 1975, for \$7,500 (this is the amount which you had previously identified as that being necessary in order to administer your project for the period cited). The forms necessary to prepare this budget are attached. In order to meet the strict time limit involved, please have the budget prepared in time for Mr. Booker Wells, the Model Cities Community Organizer, to pick up at your office between 11:00 a.m. and 12:00 m. on Thursday, February 13, 1975.
- 2) Be prepared to discuss your 3-month budget and the current status of your Project in its attempt to secure future funding from other than Model Cities funds. You are requested to appear at the next scheduled Budget Review Committee meeting, at 6:00 p.m. on Friday, February 14, 1975 in the Model Cities Conference Room #226.

I cannot overemphasize the importance of your complying with the above two requests in order to be considered for Model Cities funding during this crucial period of your Project's existence. If you have any questions concerning this request, please call me.

AJ/PE/nv

cc: Budget Review
Comm. Chairman
Mr. Bob Rogers
CPB Chairman
Mr. James Loving
Bowns/Duncan Co.
Comm. Charles Jordan
Administration
Social
Evaluation

Sincerely,

Al Jamison
Director

P.S. Please be present and on time.



February 12, 1975

DEPARTMENT OF
PUBLIC SAFETY

CHARLES JORDAN
COMMISSIONER

MODEL CITIES
AGENCY

ALONZO JAMISON, JR.
DIRECTOR

5329 N.E. UNION AVE.
PORTLAND, OR. 97211
503/288-8261

Mr. David McGowan
Business Manager
Portland State University
P.O. Box 751
Portland, Oregon 97207

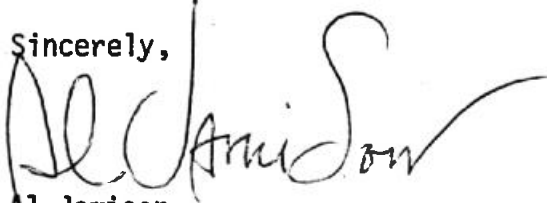
Dear Mr. McGowan:

Model Cities received a request from Mr. Ron Duncan, of Bowens and Duncan Company, that we apprise you of the funding situation for the Martin Luther King Scholarship Fund.

This is to inform you that the MLK Project has received budget approval from Model Cities in an amount sufficient to provide a total of 54 scholarships to students for the Spring Term of 1975.

If you need additional information, please call me.

Sincerely,



Al Jamison
Director

CC: MLK Office
Bowens/Duncan Company
Administration/Model Cities
Central Files/Model Cities (2)

C-39-a/c...1

Martin Luther King, Jr. Scholarship Fund of Oregon

P.O. BOX 751

PORTLAND STATE UNIVERSITY
PORTLAND, OREGON 97207

February 14, 1975

Mr. Alonzo Jamison, Director
Model Cities Agency
5329 Northeast Union Avenue
Portland, Oregon 97211

Dear Mr. Jamison:

Charles Crews
President

Re: Request For Extension:
1973-74 Audit Response

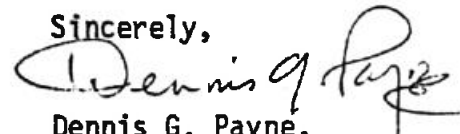
Pursuant to our telephone conversation this morning concerning the need for the Scholarship Office to request an extension of time to respond to the 1973-74 Audit, please accept this letter as our official request for said.

As we discussed, there are four (4) reasons why we are requesting this extension, they are:

1. The fact that I, Dennis G. Payne, Executive Director will be leaving the Scholarship Fund as of 5:00 p.m., tonight February 14, 1975.
2. The Interim Director, Mr. Charles Crews, will assume full and complete responsibility for all aspects of the Scholarship Office operations as of 8:00 a.m., Monday, February 17, 1975.
3. Because of the aforementioned transition of the Directorship of the Scholarship Office, the Scholarship Fund needs to request an extension of the deadline to respond to the 1973-74 Audit Report.
4. Because of the difficulty of getting record documentation from Portland State University for the period of 1971-72 years.

We are requesting the extension until February 21, 1975, upon this date the Audit Response will be complete. I wish to thank you for your continued cooperation and assistance rendered to the Scholarship Fund during your directorship of the Model Cities Agency and also that of you staff.

Sincerely,


Dennis G. Payne,
Executive Director

DGP:mb*

cc: Mr. James Loving
Mr. Phil McLaurin
Comm. Charles Jordan
Mr. James Rogers
Mr. Burnett Austin
Ms. Ella Mae Gay
Dr. Ernest Hartzog
Bowens-Duncan Company
Charles Crews

Audit
C - 39-0/C-01
Martin Luther King Scholarship Fund
% Bowens - Duncan Co.
525 N.E. Killingsworth Street
Portland, Oregon 97211

March 20, 1975

Mr. Alonzo Jamison, Jr., Director
Model Cities Agency
5329 N.E. Union Avenue
Portland, Oregon 97211

Dear Mr. Jamison:

We wish to thank you for the patient understanding with which you have awaited our response to the 4th Action Year Audit Findings and Recommendations. Unfortunately, the following answers do not include our response to Audit Finding Number 9. The tardiness of our reply is attributable to this finding which requires a reconciled list of Student Expenses during this Agency's four operating years. Rather than delay, we are submitting the following incomplete response for your consideration and approval along with our assurance that our reply to number 9 shall be forthcoming at the earliest possible date.

PART 1

FINDING NUMBER 1 - PETTY CASH FUND

(a)

The Agency's Accountant will make unannounced cash counts of the Petty Cash Fund so as to comply with the Auditors' recommendations.

(b,c,d)

Petty cash slips are not used by the agency; however, we do feel that our present method of accounting is sufficient. All expenditures are approved by the Director who retains the cash receipts and/or invoices. This support is submitted by the Director with a memo listing the nature and amount of the expense and recording the Director's approval. The Accountant verifies the expense marking the supporting material so as to preclude reuse.

FINDING NUMBER 2 - CASH DISBURSEMENTS

(a) (c)

All invoices submitted for payment are verified by the Accountant as to extensions and additions, and with few exceptions, invoiced amount are worked by the Accountant to show verification. The Agency confirms the prices by comparing the invoice totals with the purchase order where appropriate. No invoice is forwarded to the Purchase Order where appropriate. No invoice is forwarded to the Accountant for payment until this comparison is made and the purchased items have been received. The Director's signature of approval on all invoices reflects verification of both prices and receipt of items.

RECEIVED

MAR 21 1975

(b)

A numerical file of paid vouchers with paid invoices attached thereto is not maintained by the Project's Accountants. With few exceptions accounting, auditing and purchasing procedures do not originate from Vender's invoices. While conceding the exceptions they do not warrant the modification of an accounting system which is more than adequate to meet the requirements of Martin Luther King Scholarship Fund of HUD and of Model Cities.

(d)

Authorized Check Signer include Allan Z. Bowens, senior partner of Bowens - Duncan Co. This procedure conforms with the Model Cities directive designating the Accountants as Fiscal Officers of Model Cities contracting Agencies. The Director of the Project who is responsible for the Petty Cash Fund is not an authorized check signer.

FINDING NUMBER 3 - PAYROLL

(a) (b)

The Agency's Accountants compare every payroll with the personnel records in their possession. This Agency's Payroll has never included more than two people; therefore, this procedure seems adequate. Distribution of the Payroll checks is made by the Director of the Program.

FINDING NUMBER 4 - NON EXPENDABLE SUPPLIES

(a)

Until the 4th Action Year, there were no purchases of Non-expendable supplies by this Agency. The 4th Action Year purchases were as follows.

<u>ITEM</u>	<u>Vendor</u>	<u>CHK#</u>	<u>Date of Purchase</u>	<u>Amount</u>
1 New Electronic Calculator Serial #D37C24253	Carolyn Allmon	462	11-19-73	95.99
1 New ALWA Cassette Recorder Serial # 061820	John Frater	471	11-30-73	19.95
1 New Permoneer Library Desk	Oregon Typewriter & Recorder Co.	484	12-28-73	55.00

TOTAL: Non-Expendable Supplies Purchase \$170.94

These items have been verified as being in our possession. No formal inventory was made under the assumption that, while having a useful life of more than one year, the costs were less than the \$100.00 prescribed by HUD for Non-Expendable Supplies and that, in consequence, the Auditors would expense them as expendable supplies. We request that Model Cities make this determination allowing us to retain these items in our possession.

FINDING NUMBER 5 - BANK RECONCILIATIONS

ACCEPTED AND IMPLEMENTED JULY 1, 1974

RECEIVED

MAR 21 1975

March 20, 1975

PART 11

FINDING NUMBER 6 - TRI - MET TAXES

The Oregon State Department of Revenue has acted favorably on our request for exception from Tri - Met Excise Tax. We are enclosing our letter of December 27, 1974 wherein we summarize refunds received and refunds due. To date, the \$54.52 remains a receivable from the Department of Revenue, and current expenses invoiced to Model Cities have been reduced accordingly.

FINDING NUMBER 7 - FOLLOW-UP ON INCOMPLETE GRADES

Portland State University applied and received a waiver from the Federal Government allowing Gail Collin's eligibility for college Work Study status. On February 26, 1975 our check #784 was issued to the University paying \$172.00 for this College Work Study expense. We are enclosing our letter of February 26, 1975 requesting a refund of the \$816.23 remitted to the University from the General Fund. This amount remains as a receivable to date, also enclosed is the University's summary of this account which validates \$811.20 of our reimbursement request.

FINDING NUMBER 8 - UNSUPPORTED EXPENSES

(a)

We request that Model Cities concur with the treatment afforded this expense by the Auditors. Mr. Toran is unable to locate his receipts for book purchases leaving this Agency without support; however, the advance was a "reasonable" amount for book purchases. Model Cities can be sure that there will be no repetition of this Audit Finding.

(b)

We are enclosing a memorandum from Dave McGowan dated December 13, 1974 record a balance due of 1,033.25. The amount expensed by the Auditors included \$74.00 interest charges which Portland State University has waived. To this amount must be added 594.75 which represents \$400.00 in contributions and \$194.75 in 1970 refunds; this amount will be reimbursed to our General Fund by the University. To Summarize:

BALANCE DUE JUNE 30, 1972

768.00

FALL TERM 1972 EXPENDITURES

Samuel Birden	172.00
Sandra K. Bell	172.00
Christian Kelly	172.00
Eddie Redo	172.00
Lynn A. Reed	172.00

RECEIVED
MAR 21 1975

TOTAL: Unpaid Fall Term Tuition

860.00

OUTSTANDING BALANCE

1,628.00

March 20, 1975

While the \$860.00 can be identified with some certainty, the \$768.00 represents the net amount of expenditures and income. This netting effect is one of the primary reasons why this Agency no longer advances Portland State University monies for tuition. The individual Student Scholarships to which this \$768.00 applied cannot be identified. When we have answered Audit Finding Number 9, the reconciled tuition costs will document these costs.

(c)


Enclosed please find a copy of Dave McGowan's Memorandum dated January 21, 1975 which provides an explanation for the amounts in question. A review of this memo supports the eligibility of the expenses. It should be noted in reply to this finding that if the Auditors had to obtain material from Portland State University then the Project personnel could not closely scrutinize that material which they did not have themselves. The problem of insufficient documentation has been corrected, but with exception of advanced funds, this Agency has never paid for services unless supported by original invoices or comparable support.


FINDING NUMBER 9 - STUDENT ELIGIBILITY

FORTHCOMING

FINDING NUMBER 10 - OTHERS

Accepted


Charles Crews, Director
MARTIN LUTHER KING SCHOLARSHIP FUND


Ronley J. Duncan
•Bowens - Duncan Co.

RECEIVED

MAR 21 1975

MARTIN LUTHER KING SCHOLARSHIP FUND

% Bowens - Duncan Company
525 N°E° Killingsworth St.
Portland, Oregon 97211
PH: 288-8341

December 27, 1974

DEPARTMENT OF REVENUE

State Office Building
Salem, Oregon 97310

Re: Firm # 09366-0
Tri-Met Refund

Gentlemen:

Martin Luther King Scholarship Fund has received a refund from the Department of Revenue for Tri-Met Excise Taxes paid through June 30, 1973. We request that the balance of the Tri-Met Taxes paid by this Model Cities Agency be refunded; Following is a list of these payments:

<u>PERIOD</u>	<u>AMT° PAID</u>	<u>AMOUNT REFUNDED</u>
September, 1972	3.00	
December, 1972	3.90	
March, 1973	3.11	
June, 1973	3.85	18.95
September, 1973	12.38	
December, 1973	12.38	
March, 1974	11.40	
June, 1974	13.21	
September, 1974 1	10.24	
TOTALS	73.47	18.95

The balance of \$73.47 less refunds received of \$18.95 has been verified by the C°P°A° Firm of Andrew Branch & Co. auditing under the auspices of Portland Model Cities Agency. Since Martin Luther King Scholarship Fund's contract with Portland Model Cities ends March 31, 1975 we would appreciate your prompt consideration of our refund request. Thank you.

Sincerely yours,

BOWENS - DUNCAN CO°

Ronley J. Duncan
Ronley J. Duncan

RECEIVED
MAR 21 1975

SCHEDULE B

Reconciliation of Expenses General Ledger Statements 1 thru 6 7/1/74 - 12/31/74 90-864-0105 M. L. King Jr, Fund Ore

	<u>Services & Supplies</u>	<u>Wages</u>	<u>OPE</u>	<u>Total</u>
Expenses				
GLS No. 1	-0-	-0-	-0-	-0-
2	\$ 137.54 ✓	-0-	-0-	\$137.54
3	514.23 ✓	-0-	-0-	514.23
4	275.99-2	-0-	-0-	275.99
5	150.12 ✓	-0-	-0-	150.12
6	<u>507.21</u>	<u>(800.00)^B</u>	<u>(11.20)^B</u>	<u>(303.99)</u>
TOTAL	<u>\$1585.09</u>	<u>(800.00)</u>	<u>(11.20)</u>	<u>\$773.89</u>

B) Gail Collins wages were incurred in prior years. These wages were authorized by Financial Aids for transfer to the College Work Study Account 90-863-0105. This transfer reduces the net expenditures charged to 90-864-0105 during the current fiscal year.

REC'D - MLK
FEB 13 1975
SCHOLARSHIPS

RECEIVED
MAR 21 1975

M E M O R A N D U M

December 13, 1974

TO: Dennis Payne

FROM: David McGowan *D*

SUBJECT: MLK Scholarship Account Overdraft

The MLK Scholarship Fund account, 90-270-9011, began the 1971-72 fiscal year with a balance of \$292.65. Income and expense activity for the 1971-72 and 1972-73 fiscal years is outlined below. Names and amounts granted to MLK recipients during this period are available from the General Ledger Statements enclosed.

	<u>Income</u>	<u>Expense</u>	<u>Account Balance</u>
Beginning Balance, July 1 1971			\$ 292.95
<hr/>			
Pre-Fall Term expenditures:			
Knapper, Brenda		38.00	
Vanhorn, Barbara - Summer re		(76.50)	
Loiseau, Lucien		136.00	
Fall 1971:			
Expenditures		6,750.10	
Income	6,504.65		
Income	1,495.35		
Winter Term 1972			
Expenditures		806.00	
Income	6,372.65		
Spring Term 1972:			
Expenditures		14,467.00	
Income	6,687.00		
Summer Term 1972:			
Expenditures		3,120.50	
Tuition refund - Berry, Shelby		(39.20)	
Income	3,081.30		
Ending Balance, June 30, 1972	<u>\$24,140.95</u>	<u>\$25,201.90</u>	<u>\$ (768.00)</u>

RECEIVED
MAR 21 1975

1972-73:

	<u>Income</u>	<u>Expense</u>	<u>Account Balance</u>
Beginning Balance, July 1, 1972			(768.00)
Fall Term 1972:			
Transfer of MLK Cash Scholarships balance	194.75 ✓		
Expenditures		860.00	
Spring Term 1973			
Income	400.00 /		
Ending Balance, June 30, 1973	<u>\$ 594.75</u>	<u>\$ 860.00</u>	<u>\$(1,033.25)</u>

MLK's method of payment to PSU in 1971-72 differed substantially from that used at present. There was no formal invoice; rather, MLK drew a check payable to PSU based on the total amount authorized for a given term. The check was deposited directly to the scholarship account, and student expenses drawn against the balance.

Ideally, your Fall, Winter and Spring Term 1971-72 authorizations should equal payments for those terms. However, there is a discrepancy of \$768.00, which could be comprised of the following amounts:

Brenda Knapper (?)	38.00
Three students @ \$169 each	507.00
One student @ \$223	<u>223.00</u>
	<u>\$768.00</u>

The 1972-73 contribution to the overdraft in the MLK account occurred as the result of expenditures authorized for Fall Term 1972.

By comparing your authorization lists for the terms in question with the General Ledger Statements enclosed, you will be able to identify those students' expenditures for which we have not been reimbursed.

mjlw

cc: Richard Streeter

RECEIVED

MAR 21 1975

JAN 22 1975

SCHOLARSHIPS

MEMORANDUM

January 21, 1975

TO: Dennis Payne

FROM: Dave McGowan *D.*

Below are explanations of the entries your accountant wished to have clarified:

1. MLK Scholarship Fund I 153303 \$161.00

This check was drawn to refund excess funds deposited to the MLK account from City of Portland. (See copy of endorsed check enclosed.)

2. Charles R. Johnson 5/13/71 6-1367 \$136.00
Charles E. Johnson 4/13/71 6-1453 136.00

These entries are not duplicates. Both Charles E. and Charles R. Johnson received MLK aid for Spring Term 1971. (See copy of assessed fee cards enclosed.)

3. Transfer of funds V 019677 \$ 85.00

This entry transferred MLK funds authorized for Michele L. Albert to cover an outstanding PSU short-term loan.

4. Student Aid GLSA, list 3 \$ 97.50

This figure is a summary of net expenditures to date taken from the YTD summary section of the General Ledger Statement of Account. It includes all expenditures from July 1, 1971 through GLSA list 3.

5. Cash Suspense GLSA, list 4 \$169.00

Tuition credit for O. B. Hill for Fall Term 1971.

6. Charles Crews received a tuition credit for \$223.00 for Spring Term 1972.

RECEIVED
MAR 21 1975

Dennis Payne

-2-

January 21, 1975

7. Melvin Toran	V 51190	\$ 39.00
Melvin Toran	V 51127	39.00

These are not duplicate entries. The first entry is a correction of the student's Winter Term 1972 tuition credit drawn on the wrong account. The second entry is Melvin Toran's Spring Term MLK tuition credit.

Also enclosed is a copy of the MLK Scholarship GLSA for 1972-73, which identifies all MLK recipients for that year.

We are debiting the MLK account, 90-270-9011, \$594.75 to correct deposits made to that account in error. An invoice for this additional amount due is enclosed.

REC'D — MLK

JAN 22 1975

SCHOLARSHIPS

DMcG:mjw

RECEIVED

MAR 21 1975

162690		JOHNSON CHARLES E		66-62-1760		703		
I.D. NO		NAME (LAST) (FIRST)		SOCIAL SECURITY NO.		YR. TM.		
NUMBER & STREET 6126 NE 13TH				STUDENT: FILL IN AREAS ABOVE HEAVY LINES ONLY				
CITY STATE ZIP 1000 PORTLAND ORE 97211				STAFF	5	STAFF-AUDITOR	4	
				AUDITOR	6	Concurrent Enrollment	2	
				PKG.		FEE DIST.	11 16	
				HOURS				
PSU CREDIT FEE CARD	ACCOUNT NAME		NUMBER		CODE	AMOUNT		
	TUITION AND FEES		XX — XXX — XXXX		XXXX	136		
	GENERAL DEPOSIT		— 201 —					
	LATE, SPECIAL FEES		— 329 —					
			— —					
			— —					
			— —					
			— —					
			— —					
			— —					
SUB TOTAL				136	CHECK			
				90-270-9011 5101	136	CHECK		
						CASH		
AMOUNT DUE				0	TOTAL			
100274 PSU				BASO 125 REV. 7/70				
				CONTRACT/SPM NO.				
				CHANGE				
				REG. CLERK				

APR 13-71 61367 A*****.00

m. L. K. no late fee

19051		JOHNSON CHARLES		544 42 7709		SP		
I.D. NO		NAME (LAST) (FIRST)		SOCIAL SECURITY NO.		YR. TM.		
NUMBER & STREET 706 NE PRESCOTT				STUDENT: FILL IN AREAS ABOVE HEAVY LINES ONLY				
CITY STATE ZIP 1000 PORTLAND OREGON 97211				STAFF	5	STAFF-AUDITOR	4	
				AUDITOR	6	Concurrent Enrollment	2	
				PKG.		FEE DIST.	51 15	
				HOURS				
DCE CREDIT FEE CARD	ACCOUNT NAME		NUMBER		CODE	AMOUNT		
	TUITION AND FEES		XX — XXX — XXXX		XXXX	136		
	LATE FEE		— 472 —					
			— —					
			— —					
			— —					
			— —					
			— —					
			— —					
			— —					
SUB TOTAL				136	CHECK			
				90-270-9011 5101	136	CHECK		
						CASH		
AMOUNT DUE				0	TOTAL			
300170 PSU (Front)				BASO 126 REV. 7/70				
				CONTRACT/SPM NO.				
				CHANGE				
				REG. CLERK				

APR 13-71 61453 B*****.00

m. L. K. no late fee
m. L. K. no scholarship master

REC'D — FILK

JAN 22 1975

SCHOLARSHIP

RECEIVED
MAR 21 1975

BUSINESS MANAGER'S REVOLVING FUND

PORTLAND MAIN OFFICE
THE FIRST NATIONAL BANK OF PORTLAND, OREGON
PORTLAND, OREGON

244
1230

PORTLAND STATE UNIVERSITY
OREGON STATE SYSTEM OF HIGHER EDUCATION
P. O. BOX 751

PORTLAND, OREGON April 26, 1971

02109

PAY

The sum of **161.00** DOLLARS

DOLLARS

Martin Luther King Jr. Scholarship Fund
PO Box 751
Portland, Oregon

PROCESSED

*****161.00*****

Portland State University Revolving Fund

APR 30 1971

Don't know

1230 0004 0 65028 50

0000016100

REC'D - MLK

JAN 22 1975

SCHOLARSHIPS

STATE OF OREGON
PORTLAND, OREGON

APR 29 71 457 3655

24-485

PAY ANY BANK, P.E.G.
FREEDOM BANK
OF FINANCE
PORTLAND, OREGON
24-485

RECEIVED
MAR 21 1975

*See deposit only
Kathleen J. ...*

MARTIN LUTHER SCHOLARSHIP FUND

% Bowens - Duncan Co.
525 N^oE^o Killingsworth Street
Portland, Oregon 97211
Ph: 288-8341

February 26, 1975

Portland State University
Mr. David McGowan
P^oO^o Box 751
Portland, Oregon 97207

Dear Mr. McGowan:

The Martin Luther King Scholarship Fund's Director, Mr. Charles Crews, will deliver this letter to you with the enclosed checks. These payments are to be applied as follows:

(a) SCHOLARSHIP ACCOUNT

P ^o SU ^o June 30, 1972 Closing Balance	(768.00)
Balance Outstanding for Fall Term, 1972	(860.00)
Our Check #785	1628.00
Remaining Balance	.00

(b) COLLEGE WORK STUDY ACCOUNT

College Work Study Expense through December 31, 1974	(875.54)
---------------------------------------------------------	----------

Payments by this Agency

Chk #	Amt.	
700	410.30	
757	238.84	649.14
Sub Total		226.40
Our enclosed Check #784		226.40
Balance		.00
Advance Payment (Chk# 786)		<u>400.00</u>

(c) REIMBURSABLE COSTS ACCOUNT

Period	P ^o S ^o U ^o Billing	Amt. Paid	Check #
	13754		
	50573		
Thru	29599		
Nov.	15012	1,089.38	756
Dec.	50721		
Jan.	15783	665.04	783

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MAR 21 1975

(Enclosed Ck.)

Mr. McGowan

2

February 26, 1975

These payments will satisfy this Agency's past due accounts; therefore, we are asking that our monies held by Fairland State University be returned to our General Fund. Following is a list of these amounts:

Transfer of M°L°K° Cash Scholarships Balance	194.75
Income	400.00
College Work Study Payments for Gail Collins	
Wages	800.00
OPE	16.23
Total Receivable	1,410.93

We would appreciate your help in assuring as rapid a disbursement as possible, because the greater part of these expenditures have not been reimbursed by Mizel Cities. Thank you for your efforts in our behalf.

Sincerely yours,

BOVENS - DUNCAN CO^o

Ronley J. Duncan

rfr

Enclosure

cc: Charles Crews
Phil McLaurin

RECEIVED
MAR 21 1975