WILLIAM RAINEY HARPER COLLEGE
34 West Palatine Road
Palatine, Illinois 60067

AGENDA
October 12, 1967

I. Call to Order

II. Roll Call

III. Approval of Minutes

IV. Approval of Bills

V. Communications

VI. Unfinished Business

VII. New Business

A. CPM Contract Approval - MBM (Exhibit A)
B. Approval of Construction of Additional Central Receiving Area for Mechanical Design Shop
C. Election of Vice Chairman
D. President's Contract Renewal
E. Payroll Procedures (Exhibit B)
F. Tax Sheltered Annuities - Approval of Company and Procedure (Exhibit may be hand-carried to Board meeting.)
G. Student Financial Needs Assessment Program (Exhibit C)
H. Other

VIII. President's Report

IX. Adjournment

WILLIAM RAINEY HARPER COLLEGE 34 WEST PALATINE ROAD, PALATINE, ILLINOIS 60067

OFFICE OF THE PRESIDENT

October 6, 1967

Board of Trustees

Dear Trustee:

Enclosed is the Agenda and supporting information for the regular Board meeting to be held on Thursday, October 12, 1967, 1200 West Algonquin Road, Palatine, Illinois, 8:00 P.M.

I shall look forward to seeing you on October 12 at eight o'clock in the evening.

Sincerely,

Robert E. Lahti

Robert E. Lahti
President

REL:jal
Enclosures

WILLIAM RAINEY HARPER COLLEGE
BOARD OF JUNIOR COLLEGE DISTRICT 512
COUNTIES OF COOK, KANE, LAKE, AND McHENRY, STATE OF ILLINOIS

Minutes of the Regular Board Meeting of Thursday, October 12, 1967

CALL TO ORDER: The regular meeting of the Board of Junior College District No. 512 was called to order at 8:10 p.m., October 12, 1967, at the Harper College Data Processing Center, 1200 W. Algonquin Road, Palatine, Illinois, by Chairman Haas.

In the absence of Secretary Nicklas, Member O'Dea moved and Member Hansen seconded the motion that Member Johnson be nominated as Secretary Pro Tempore. There being no other nominations, the nominations were closed and a unanimous ballot was cast for Member Johnson as Secretary Pro Tempore.

ROLL CALL: Present: Haas, Hamill, Hansen, Hutchings, Johnson and O'Dea

Absent: Mrs. Nicklas

Also present: Dr. Robert E. Lahti, Harold Cunningham, James Harvey, William Mann, Donald Collins, Robert Hughes, Roy Sedrel and Fred Vaisvil, Harper College.

MINUTES: Member O'Dea stated that he had requested a Student Profile from Dr. Harvey at the September 28th meeting. Dr. Harvey indicated at the September 28th meeting that this report would be forthcoming in the near future. Member O'Dea asked that this be included in the minutes of the September 28th meeting.

Member Hansen moved and Member Hamill seconded the motion to approve the corrected minutes of the regular board meeting of September 28th, 1967. Motion unanimously carried.

INVOICES: Member Hutchings inquired if it would be possible to group invoices with sub-totals and also asked if the Board would receive an accounting of book store receipts. Mr. Mann agreed that invoices could be grouped showing sub-totals. Dr. Lahti stated that it would depend on the amount of activity whether the Board would receive monthly statements and that perhaps quarterly statements might serve the purpose on the activity fund.

Member Hansen moved and Member Hamill seconded the motion to approve for payment the October 12, 1967, supplemental payroll in the amount of $332.96, and the October 12, 1967, payroll in the amount of $41,655.17, and the invoice listing of October 12, 1967, as follows:

Educational Fund	$ 57,892.88
Building Fund	13,745.33
Site and Construction Fund	2,667,783.48
	$2,739,421.69

Upon roll call, the vote was

Aye: Haas, Hamill, Hansen, Hutchings, Johnson and O'Dea
Nay: None

COMMUNICATIONS: Secretary Pro Tempore Johnson read an announcement of the Forty-Ninth Annual Meeting of the Illinois State Chamber of Commerce on October 26th and 27th at the Palmer House in Chicago. The Trustees were asked to contact Dr. Lahti if they desired to attend.

An invitation to participate in a Forum on October 30th at 8:00 p.m., sponsored by the Palatine League of Women Voters, was read by Secretary Pro Tempore Johnson. Representatives from participating groups in this area will be given an opportunity to present their plans and discuss their problems. Member Hansen will represent the Board at this Forum.

A telegram from Senator Percy was read congratulating the college on the ground breaking ceremonies.

A congratulatory letter on the ground breaking ceremonies from Senator Everett Dirksen was read.

A letter from Governor Kerner apologizing for being unable to attend the ground breaking ceremonies and wishing the college every success was read.

A notice of the Arlington Area School Board Association dinner meeting on October 31st, at 6:30 p.m., at the Carousel Restaurant in Arlington Heights was read. Members Haas, Hamill, Hansen, Hutchings and O'Dea will attend this meeting.

Dr. Lahti announced that he had written letters of appreciation for the use of their facilities to Dr. Gilbert and to the District 214 Board of Education on behalf of this Board.

UNFINISHED BUSINESS: Member Johnson read to the Board his letter of June 15, 1967, to Dr. Lahti, discussing the possibility of establishing the following awards:

1. William Rainey Harper Board of Trustees Distinguished Service Award, and
2. William Rainey Harper Faculty Award for Outstanding Contribution to the Community College Field

In the discussion on the faculty award which followed, Member Johnson stated the award would include administrators and that this award would be open to staff from any institution. Suggestions from the Trustees included placing the emphasis on superior teaching; having a faculty committee make recommendation on this award; if decided upon, dating it or establishing policy for year 1969.

A discussion then followed on the Board of Trustees Award for Distinguished Service. Member Johnson stated there would be no money involved in this award and suggested this would replace honorary degree awarded by major universities.

UNFINISHED BUSINESS: (Cont.)

Member Johnson moved and Member Hansen seconded the motion that the Board establish the William Rainey Harper Board of Trustees Distinguished Service Award with the following provisions: that an appropriate group be established to recommend such a person to the Board; that the earliest the award be given would be 1969; that it need not necessarily be an annual award; and that the award would be granted to some person residing or working within the college district, one who has made an outstanding contribution in his professional field or for the betterment of the community. Motion unanimously carried.

Member Johnson moved and Member Hansen seconded the motion that the Board would appreciate receiving from the faculty its opinion with respect to the William Rainey Harper Faculty Award for the Outstanding Contribution to the Community College Field. Motion unanimously carried.

NEW BUSINESS:
CPM Contract Approval

Dr. Lahti informed the Board that Mr. Hines and Mr. Mann had negotiated the CPM contract with McKee-Berger-Mansueto, Inc.

Member Hamill moved and Member Hutchings seconded the motion to accept the contract with McKee-Berger-Mansueto, Inc., as presented, for a sum not to exceed $27,000, to McKee-Berger-Mansueto, Inc.

Upon roll call, the vote was

Aye: Haas, Hamill, Hansen, Hutchings, Johnson and O'Dea
Nay: None

Approval of Construction of Additional Central Receiving Area for Mechanical Design Shop

Don Collins pointed out that the college started a Mechanical Design Program with the understanding that in the second year a laboratory would be furnished. He stated that the college has three choices--either a temporary facility, remodeling of the power plant facility, or renting space. The addition on the power plant would give enough square footage to take care of this program. To initiate this addition the architect would need to prepare a major change order removing the existing wall and continuing the foundation. The Mechanical Design Shop would eventually be moved to the technical plant and this space would revert to maintenance space. Mr. Collins informed the Board that the reason action is needed so soon on this construction is that the power plant is the first building to be constructed, and the architects are awaiting a decision by the Board.

Dr. Lahti stated the money for this construction has been budgeted and it will come from this year's Building Fund.

Member Hamill moved and Member Johnson seconded the motion to approve the construction of additional Central Receiving Area for Mechanical Design Shop at a price not to exceed that shown in the budget in the Building Fund.

Upon roll call, the vote was

Aye: Haas, Hamill, Hansen, Hutchings, Johnson and O'Dea
Nay: None

NEW BUSINESS: (Cont.)

Election of Vice-Chairman

After discussion, the Board agreed to accept a nominating ballot for Vice-Chairman of the Board. After balloting, Member Johnson received a majority of the votes for Vice-Chairman of the Board.

Member Hansen moved and Member Hamill seconded the motion to unanimously elect Member Johnson as Vice-Chairman of the Board. Motion carried.

Chairman Haas congratulated Member Johnson on behalf of the Board.

President's Contract Renewal

Chairman Haas discussed the contract renewal and salary review of the President of Harper College. He stated that the President was employed on a three-year basis with open-end as far as salary is concerned each year; that the contract has another year to run from October 15th; and that information had been distributed to the Trustees regarding salaries of junior college presidents throughout the State of Illinois.

Member O'Dea moved and Member Johnson seconded the motion to raise the salary of the President of Harper College to $28,000, effective as of October 15, 1967.

After discussion of the schedule on salaries throughout the state, Chairman Haas asked the Board if it would be their pleasure to hear from Dr. Lahti. Dr. Lahti informed the Board that, with the exception of three or four people on the schedule, he had more experience than the rest in the state, and in terms of the size of the institution the $28,000 salary is in line.

Upon roll call, the vote was

Aye: Haas, Hamill, Hansen, Hutchings, Johnson and O'Dea
Nay: None

Dr. Lahti expressed his enjoyment in working with the Board and staff of Harper College, stating that he felt the faculty for this institution was outstanding. He thanked the committee and the Board for their support and the staff for providing the work which has brought Harper College where it is today.

Payroll Procedures

Mr. Mann informed the Board that the present payroll procedure creates a problem in trying to prepare the payroll just before the Board meeting. He stated that the resolution proposed would enable the Administration to provide an exact payroll to the Board, along with the Board Agenda, by basically taking the current payroll register and adopting it for the next payroll period with the 10% adjustment leeway. Mr. Mann stated he had checked with Mr. Kuhn of Ernst and Ernst, Auditors, and Mr. Kuhn found this procedure completely acceptable.

After discussion, Chairman Haas asked when the financial statements would be ready for the Board. Mr. Mann stated that the July and, hopefully, August statements would be prepared for the next Board meeting. Member Johnson asked for a specific date on receiving financial statements for past months. Dr. Lahti stated the the financial statements would be current the first Board meeting in November.

NEW BUSINESS: (Cont.)
Payroll Procedure (cont.)

Member Johnson moved and Member Hansen seconded the motion that the following resolution on payroll procedures, as prepared by Mr. Frank Hines and Mr. William Mann, be adopted:

(RESOLUTION ATTACHED TO OFFICIAL COPY OF MINUTES)

Upon roll call, the vote was

Aye: Haas, Hamill, Hansen, Hutchings, Johnson and O'Dea
Nay: None

R E S O L U T I O N

WHEREAS, College District Boards are authorized by law to adopt and utilize any system of sound accounting and business procedure in payment of its bills so long as such system reflects the facts and is in accordance with the rules and regulations prescribed and/or approved by the State Board, and

WHEREAS, it would be advantageous to and to the benefit of the College District and this College Board to develop and adopt a system and procedure which is in compliance with the law and which provided for complete, accurate and timely reporting to the College Board, the assemblage of a complete and self-explanatory record, and, the prompt and accurate disbursement of all payroll committments, and

WHEREAS, it is the opinion of the Administration of Junior College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, and of the Board thereof, that the following system and procedure is in compliance with the requirements of the law and and responsive to the needs set forth in the preamble hereof,

IT IS HEREBY RESOLVED by the Board of Junior College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, as follows:

Section 1. That payroll disbursements to College District personnel shall be made semi-monthly, on the 15th and last day of each month, for services rendered during the one-half month period ending with the day of disbursement, provided however that whenever the 15th or the last day of a month falls on a Saturday, Sunday or college-recognized holiday, payroll disbursement shall be on the next previous [redacted] day.

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Section 2. That payrolls shall be approved for disbursement by the College Board at a duly constituted and legally convened meeting thereof no later than the day preceding the payroll disbursement day.

Section 3. That the payroll particulars shall be reduced to written report form setting forth the detailed enumeration of the component parts thereof and distributed to the College Board members in the accompaniement of the agenda and prior meeting's minutes for Board review, prior to the meeting whereat said payroll shall be considered for approval.

Section 4. That the payroll content shall be based upon and determined by the work experience and applicable rate of pay for the pay period preceding the period for which disbursement will be authorized by Board approval of the payroll covering the period which ends with the date of disbursement.

Section 5. That disbursements made pursuant to and following Board approval of the payroll shall be in strict conformity and compliance with said payroll and approval thereof, provided only that such normal payroll adjustments as are necessary to bring the disbursements in conformity with the work experience and applicable rate of pay for the period for which disbursements are to be made, shall be permitted, with the further proviso that the total payroll as thus adjusted shall not exceed the total payroll as approved by the College Board by more than ten per cent thereof.

Section 6. That all adjustments made as provided for in Section 5 hereof shall be set forth in written report form with an enumeration of the adjustment and reason(s) therefor, such report to be submitted to the Board members prior to the next following College Board meeting which is regularly scheduled.

Section 7. That the College District Treasurer shall have full authority and be empowered and directed to comply with the terms and provisions hereof to the end that the goals set forth in the preamble be effectively and efficiently attained.

Section 8. That this resolution shall be in full force and effect from and after its adoption, and that all resolutions and/or policies heretofore adopted or established which are in whole or in part in conflict herewith are hereby rescinded to the extent of such conflict.

PASSED this 12th day of October, 1967.

John A. Haas

Board Chairman

ATTEST:

Jessalyn M. Nicklas

Board Secretary

NEW BUSINESS: (cont.)
Tax Sheltered Annuities

Dr. Lahti stated that when the fringe benefit program was adopted, a tax sheltered annuity program was delayed until a faculty committee was established. Mr. Mann explained that basically the committee interviewed eight or ten brokers and has essentially made a recommendation to have a broker handle this program. The broker could offer the staff any company in which they have a particular interest and could provide single billing to the district and a trust fund would be established. Any staff member coming from another institution could automatically enter this program. Mr. Mann went on to say that many of these people already have programs and under this plan they can pick up or retain any of the companies they have been with. Mr. Mann stated that the committee has recommended David Regner as the broker.

Member Johnson asked if TIAA program had been considered.

Mr. Mann said he would check and, if not, would suggest to the committee that they explore this option and, even if it is a separate plan, it could be participated in apart from the broker plan.

Member Johnson moved andMember O'Dea seconded the motion that the Board adopt the following resolution, and that the Administration refer the TIAA program to the faculty committee:

RESOLUTION

WHEREAS, The Board of Trustees of William Rainey Harper College District 512 has determined that it is in its best interests that non-forfeitable retirement annuity contracts be made available to the teachers and other professional or clerical employees in its employ; and

WHEREAS, it is deemed appropriate that each such employee be given the opportunity to elect whether or not such an annuity contract shall be purchased on his life; now therefore be it

RESOLVED, that each such employee exercising such election be given the opportunity of amending his basic employment contract to reflect an appropriate reduction in salary; that for each such employee who elects such reduction in salary the Board of Trustees shall apply for such an annuity contract for the benefit of such employee in an amount equal to the aggregate reduction in salary, and that William J. Mann, Dean of Business Affairs, acting for and on behalf of the Board of Trustees shall be authorized and directed to purchase any and all annuity contracts and to execute any and all employment contract amendments, application forms, or other documents needed in completing the purchase of such annuity contracts.

BE IT FURTHER RESOLVED, that all contracts as outlined above which are placed with any company shall designate David J. Regner or his appointed representative as the agent through whom such contracts shall be obtained.

Upon roll call, the vote was

Ayes: Haas, Hamill, Hansen, Hutchings, Johnson and O'Dea
Nay: None

NEW BUSINESS: (Cont.)
Student Financial Needs Assessment Program

Dr. Harvey briefly outlined the use of the financial aid form developed by the college last year, and he recommended the selection of a financial need analysis program for students applying for financial aid for the next year. Mr. Vaisvil discussed the use of ACT and the Scholarship College Service, pointing out that this is the first year the ACT has had this program, that they have streamlined their form, and that they have been very competitive with College Scholarship Services.

Member O'Dea inquired as to the advantage in using both of these services. Mr. Vaisvil stated that a student would not be forced to take ACT if he had already taken the other.

Member O'Dea moved and Member Hutchings seconded the motion that Harper College participate in both the ACT and the College Scholarship Services programs for students applying for financial aid.

Member Johnson suggested changing the motion to show a preference for the ACT program, except where a student has already participated in the College Scholarship Program.

Member O'Dea withdrew his motion and Member Hutchings withdrew his second of the motion.

Member Johnson moved and Member Hansen seconded his motion that Harper College participate in the ACT Financial Analysis Program for students except in those cases where the student has already paid to participate in the College Scholarship Services program. Motion unanimously carried.

OTHER BUSINESS:

Member O'Dea suggested congratulations on behalf of the Board to Dr. Harvey on his publication in this month's AAJC magazine on counseling in Harper Jr. College.

Dr. Lahti displayed a photograph taken by Chicago Area Industries of the college campus site. Chicago Area Industries volunteered to do this so the college would have a photograph of the site before the campus was initiated.

Member Johnson moved and Member Hamill seconded the motion to express the appreciation of the Board to Chicago Area Industries for this photograph. Motion unanimously carried.

Member O'Dea moved and Member Hamill seconded the motion that the Board express its appreciation to Dr. Harvey for publication in the National Jr. College Journal on the counseling situation at Harper. Motion unanimously carried.

Dr. Harvey reported that the parking situation at the Elk Grove High School had somewhat improved due to the fact that students are driving in groups. He also stated that the college is currently waiting for the village to pass an ordinance allowing the police to ticket and that this is expected to be done immediately. Dr. Harvey informed the Board that people still are not using the lots the college acquired and that the Catholic Church has informed the college they have an additional 150 to 200 parking spaces which can be used in the future.

NEW BUSINESS: (Cont.)
Other (Cont.)

Member Johnson suggested the Board would be interested in receiving some information on the faculty relating to the number of part-time teachers who are teaching full-time in other institutions, how many full-time teachers are carrying a full load of graduate work, or in other words the conditions under which the faculty is working. Dr. Lahti stated a comprehensive picture of the faculty would be included in the Dean of Instruction's report next month.

Member Hamill asked for a review on where CR&S are in designing extra buildings and the status on the federal grant. Dr. Lahti stated that in making application for the federal grant, preliminary application for grant has been filed and the second step is developing schematic design and filing total application behind it.

Don Collins reported that the schematic design for Music facility and Little Theater facility have been developed, as per the initial project. Dr. Lahti stated that the deadline will be met.

Member Hamill requested information on the Senior College plan for the area. Dr. Lahti stated that a date had been set in October for a Public Hearing, but that he believed no decision had been made yet as to the type of facility. He went on to say that James Broman will make a presentation on behalf of the junior colleges in Illinois and Mr. Broman will send the college a copy of his presentation.

Dr. Lahti advised the Board that Mr. Jayne contacted his office asking for an extension until December 1st with his horses and December 15th for cleanout. Dr. Lahti stated that Mr. Jayne would turn over tackroom to the college for storage, would carry a pro-rated share of utilities and insurance coverage. Mr. Hines had drawn up a contract. Roy Sedrel expressed concern over the inability to secure facility where equipment is installed. Bob Hughes stated the need for security and replacing the lock system.

Member Hutchings suggested that one of the college security people be on hand when Mr. Jayne's people are in the building and that Mr. Jayne assume the responsibility of paying this security person.

Member Johnson moved and Member Hutchings seconded the motion that Mr. Jayne's moving date be extended to December 1st, provided that appropriate arrangements be made for the security of the college interests, and that Mr. Jayne have the option of either providing a screen gate or a security guard at his cost.

Following the motion, the Board Discussed the need for having the washrooms in acceptable condition following the week-ends.

Upon roll call, the vote was

Aye: Haas, Hamill, Hansen, Hutchings, Johnson and O'Dea

Nay: None

PRESIDENT'S REPORT:

Dr. Lahti requested that any Trustees interested in touring the campus site contact him, and he would be happy to make arrangements for taking along a plan and walking them through the project.

Member Hamill expressed the appreciation of the Trustees to Dr. Lahti and John Upton for the ground breaking ceremonies.

ADJOURNMENT: 11:10 P.M.

Member Hamill moved and Member Hutchings seconded the motion that the meeting adjourn at 11:10 P.M. Motion unanimously carried.

Chairman Haas

Secretary Pro-Tempore Johnson

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
PALATINE, ILLINOIS 60067

EDUCATIONAL FUND EXPENDITURES -- OCTOBER 12, 1967

PAYEE	DESCRIPTION	ACCOUNT NUMBER	ACCOUNT AMOUNT	CHECK NUMBER	CHECK AMOUNT
Langer Printing Co.	Printing	1-1-501.33	$ 260.33		
Langer Printing Co.	Printing-Newsletters	1-2-501.33	52.00		
Langer Printing Co.	Printing	1-3-501.33	16.80		
Langer Printing Co.	Printing-Requisition Forms	1-3-501.33	279.72		
Langer Printing Co.	Printing	1-3-501.33	45.00	6317	$ 653.85
Schiele-Faierson Co.	Printing-Letterheads	1-1-501.33	286.67		
Schiele-Faierson Co.	Printing-Envelopes	1-2-501.33	181.00		
Schiele-Faierson Co.	Printing	1-2-501.33	53.00	6318	520.67
Carousel Travel & Tours	Travel Expense	1-1-501.71	75.40		
Carousel Travel & Tours	Travel Expense	1-4-501.72	75.40		
Carousel Travel & Tours	Travel Expense	1-1-501.71	127.80		
Carousel Travel & Tours	Travel Expense	1-1-501.71	96.40	6319	375.00
Donald Collins	Travel Expense	1-1-501.71	16.00	6320	16.00
Hertz System, Inc.	Travel Expense	1-1-501.71	68.03	6321	68.03
Trans World Airlines, Inc.	Travel Expense	1-1-501.71	310.76	6322	310.76
Standard Oil Co.	Gasoline	1-1-501.72	27.15		
Standard Oil Co.	Gasoline	1-3-501.72	55.24	6323	82.39
Universal Stationers, Inc.	Office Supplies	1-1-501.95	3.50		
Universal Stationers, Inc.	Office Supplies	1-2-501.31	35.28		
Universal Stationers, Inc.	Office Supplies	1-3-501.31	360.72		
Universal Stationers, Inc.	Office Supplies	1-4-501.31	76.24		
Universal Stationers, Inc.	Office Supplies	1-5-502.31	384.47		
Universal Stationers, Inc.	Office Supplies	1-6-502.31	257.06		
Universal Stationers, Inc.	Office Supplies	1-59-502.37	12.48		
Universal Stationers, Inc.	Office Supplies	1-531-502.31	6.55		
Universal Stationers, Inc.	Office Supplies	1-532-502.39	4.80		
Universal Stationers, Inc.	Office Supplies	1-545-502.31	5.44	6324	1,146.54
Western Concessions	Orientation Meeting	1-1-501.95	139.20		
Western Concessions	Meeting Expense	1-2-501.95	4.05		
Western Concessions	Meeting Expense	1-6-502.95	59.25	6325	202.50
Vernon W. Kays, County Clerk	Fee re Annexation	1-1-501.99	3.00	6326	3.00
Julia A. Leonard	Employee Examination	1-1-501.99	13.00	6327	13.00

PAYEE	DESCRIPTION	ACCOUNT NUMBER	ACCOUNT AMOUNT	CHECK NUMBER	CHECK AMOUNT
Lattof Car Rental, Inc.	Rental of Auto	1-1-508.61	$ 124.32		
Lattof Car Rental, Inc.	Rental of Station Wagon	1-6-508.61	120.95	6328	$ 245.27
Arlington Heights Camera Shop	Supplies	1-2-501.29	14.49	6329	14.49
Community Camera	Photographic Services	1-2-501.29	15.00	6330	15.00
Gamma Photo Labs, Inc.	Photographic Services	1-2-501.29	5.10	6331	5.10
Robert L. Kocher	Consultants Fees	1-2-501.29	281.92	6332	281.92
Photomatic Corporation	Photographic Services	1-2-501.29	6.35	6333	6.35
Carl Regehr Design, Inc.	Consultant Fees-Northwest Brochure	1-2-501.29	1,114.50		
Carl Regehr Design, Inc.	Consultant Fees-Stationery & Newsletter	1-2-501.29	410.00	6334	1,524.50
United Press International, Inc.	Photographic Services	1-2-501.29	44.00	6335	44.00
Frederic Ryder Company	Printing	1-2-501.33	94.66	6336	94.66
Paddock Publications, Inc.	Fall Schedule Ad	1-2-501.93	330.00	6337	330.00
John J. Donnelly M. D.	Employee Examination-John Upton	1-2-501.99	8.00	6338	8.00
Ernst & Ernst	Auditing Services	1-3-501.21	3,000.00	6339	3,000.00
Frank M. Hines	Legal Services	1-3-501.22	750.00	6340	750.00
Xerox Corporation	Copying Supplies	1-3-501.32	23.80		
Xerox Corporation	Equipment Rental	1-3-508.62	568.42		
Xerox Corporation	Copying Supplies	1-5-502.32	60.50		
Xerox Corporation	Equipment Rental-Harper Grove	1-5-508.62	77.70		
Xerox Corporation	Equipment Rental-Harper Grove	1-5-508.62	38.00	6341	768.42
E. W. Boehm Co.	Copying Supplies	1-3-501.327	249.20		
E. W. Boehm Co.	Copying Supplies	1-5-502.32	325.00	6342	574.20
Moore Business Forms Inc.	Printing-Receipt Books	1-3-501.33	66.41	6343	66.41
Donald M. Misic	Travel Expense	1-3-501.72	19.10	6344	19.10
Anton Dolejs	Travel Expense	1-3-501.72	19.80	6345	19.80
Paddock Publications, Inc.	Subscription	1-3-501.91	9.00	6346	9.00
Paddock Publications, Inc.	Legal Notices	1-3-501.93	15.00	6347	15.00
Chicago Tribune	Want Ads	1-3-501.93	56.55		
Chicago Tribune	Want Ads	1-5-502.93	44.55	6348	101.10
Visible Tabulating Supply Corp.	Office Supplies	1-4-501.31	7.89	6349	7.89
3M Business Products Sales Inc.	Copying Supplies	1-4-501.32	60.68	6350	60.68
International Business Machines Corp.	Data Processing Supplies	1-4-501.39	45.01	6351	45.01
KeeLox Manufacturing Co.	Data Processing Supplies	1-4-501.39	19.50	6352	19.50
LaSalle Messinger Paper Co.	Data Processing Supplies	1-4-501.39	21.50	6353	21.50
Minnesota Mining & Manufacturing Co.	Data Processing Supplies	1-4-501.39	19.75	6354	19.75
Roy Sedrel	Travel Expense	1-4-501.72	20.30	6355	20.30
American Data Processing, Inc.	Subscription	1-4-501.91	24.00	6356	24.00

EDUCATIONAL FUND EXPENDITURES -- OCTOBER 12, 1967 cont'd

PAYEE	DESCRIPTION	ACCOUNT NUMBER	ACCOUNT AMOUNT	CHECK NUMBER	CHECK AMOUNT
Horders	Office Supplies	1-1-501.31	$ 2.88		
Horders	Office Supplies	1-5-501.31	61.27		
Horders	Office Supplies	1-5-502.31	858.56		
Horders	Office Supplies	1-5-502.39	4.00		
Horders	Office Supplies	1-5-502.39	13.21		
Horders	Office Supplies	1-6-502.31	10.24		
Horders	Office Supplies	1-545-502.31	118.76	6357	$ 1,068.92
Ditto Division	Copying Supplies	1-5-502.32	54.65		
Ditto Division	Copying Supplies	1-5-502.32	51.30	6358	105.95
3M Business Products Sales, Inc.	Copying Supplies	1-5-502.33	109.90	6359	109.90
E. H. Sargent & Co.	Instructional Supplies	1-5-502.39	10.49	6360	10.49
Herbert R. Pankratz	Travel Expense	1-5-502.72	7.20	6361	7.20
McCune-Bird Storage & Supply Co.	Moving Expense-Dr. Andeen	1-5-502.79	1,377.01	6362	1,377.01
Holiday Inn of Rolling Meadows	Banquet	1-5-502.95	103.35	6363	103.35
Elk Grove High School Cafeteria	Cafeteria Services	1-5-502.95	86.80	6364	86.80
Doctor Zazone	Employee Examination-Mary Gant	1-5-502.99	10.00	6365	10.00
Dr. George Makas	Employee Examination	1-5-502.99	20.00	6366	20.00
Robert C. Kloempken, M. D.	Employee Examination-V. Kuykendall	1-5-502.99	15.00	6367	15.00
Harold Cunningham	Employee Examination	1-5-502.99	10.00	6368	10.00
Ronald E. Fox, M. D.	Employee Examination-M. Buchheit	1-5-502.99	10.00	6369	10.00
John J. Donnelly, M. D.	Employee Examination-Wm. Punkay	1-5-502.99	9.00	6370	9.00
Paddock Publications, Inc.	Want Ad	1-5-502.99	14.70	6371	14.70
John Davis	Employee Examination	1-5-502.99	7.00	6372	7.00
Preferred Business Service	Temporary Office Help	1-6-502.26	64.13	6373	64.13
Pitney-Bowes, Inc.	Equipment Rental	1-6-508.60	90.00	6374	90.00
Pitney-Bowes, Inc.	Copying Supplies	1-6-502.32	88.39	6375	88.39
James Harvey	Travel Expense	1-6-502.72	15.40	6376	15.40
Collier-MacMillan Distribution Center	Book	1-6-502.97	3.31	6377	3.31
Fahey Medical Center	Employee Examination-L. Hamm	1-59-502.37	20.00	6378	20.00
Fahey Medical Center	Employee Examination-F. Vaisvil	1-6-502.99	19.00	6379	19.00
Association Films, Inc.	Film Rental	1-59-502.37	6.00	6380	6.00
Demco	Library Supplies	1-59-502.37	32.00	6381	32.00
Ambrose Easterly	Moving Expenses	1-59-502.79	714.14	6382	714.14
Robert Thieda	Employee Examination	1-59-502.99	20.00	6383	20.00
Collier-MacMillan Distribution Center	Library Books	1-59-563.00	5.97	6384	5.97
R. R. Bowker Co.	Library Books	1-59-563.00	6.95	6385	6.95
Colonial "Out-of-Print" Book Service	Library Books	1-59-563.00	29.60	6386	29.60
Columbia University Press	Library Books	1-59-563.00	15.46	6387	15.46
Radio Publications, Inc.	Library Books	1-59-563.00	16.81	6388	16.81

EDUCATIC), FUND EXPENDITURES -- OCTOBER 12, 1967 cont'd

PAYEE	DESCRIPTION	ACCOUNT NUMBER	ACCOUNT AMOUNT	CHECK NUMBER	CHECK AMOUNT
Clete Hinton	Travel Expense	1-61-502.72	$ 1.51	6389	$ 1.51
Donn B. Stansbury	Travel Expense	1-63-502.72	9.06	6390	9.06
Acme Parcel Delivery Service	Bookstore Stock-Freight	1-64-514.30	5.00	6391	5.00
Angelus Pacific Company	Bookstore Stock-Supplies	1-64-514.30	115.62	6392	115.62
Anson Incorporated	Bookstore Stock-Supplies	1-64-514.30	40.94	6393	40.94
Champion Knitwear Co., Inc.	Bookstore Stock-Supplies	1-64-514.30	750.12	6394	750.12
Collegiate Manufacturing Co.	Bookstore Stock-Supplies	1-64-514.30	34.10	6395	34.10
Eaton Paper Corp.	Bookstore Stock-Supplies	1-64-514.30	316.78	6396	316.78
Graphic Chemical & Ink Co.	Bookstore Stock-Supplies	1-64-514.30	292.51	6397	292.51
National Blank Book Co.	Bookstore Stock-Supplies	1-64-514.30	937.71	6398	937.71
Niedert Motor Service, Inc.	Bookstore Stock-Freight	1-64-514.30	5.78	6399	5.78
North Shore & Central Illinois Freight Co.	Bookstore Stock-Freight	1-64-514.30	38.40	6400	38.40
The Odyssey Press, Inc.	Bookstore Stock-Freight	1-64-514.30	10.70	6401	10.70
Frederick Post Co.	Bookstore Stock-Supplies	1-64-514.30	1,799.68	6402	1,799.68
Potter Manufacturing Co.	Bookstore Stock-Supplies	1-64-514.30	75.68	6403	75.68
Protective Equipment Inc.	Bookstore Stock-Supplies	1-64-514.30	143.50	6404	143.50
Regent Products Co.	Bookstore Stock-Supplies	1-64-514.30	864.49	6405	864.49
Reliance Pen & Pencil Corp.	Bookstore Stock-Supplies	1-64-514.30	27.75	6406	27.75
Rico Leather Specialty Inc.	Bookstore Stock-Supplies	1-64-514.30	157.09	6407	157.09
E. H. Sargent & Co.	Bookstore Stock-Supplies	1-64-514.30	526.00	6408	526.00
Speed-E-Arrow Press	Bookstore Stock-Supplies	1-64-514.30	62.10	6409	62.10
Sterling Name Tape Co.	Bookstore Stock-Supplies	1-64-514.30	38.70	6410	38.70
Trussell Manufacturing Co.	Adjustment on Invoice	1-64-514.30	10.00	6411	10.00
Universal Stationers, Inc.	Bookstore Stock-Supplies	1-64-514.30	1,194.13	6412	1,194.13
Ward Sales Co., Inc.	Bookstore Stock-Supplies	1-64-514.30	29.20	6413	29.20
Addison-Wesley Publishing Co.	Bookstore Stock-Books	1-64-514.40	551.55	6414	551.55
Affiliated Book Distributors, Inc.	Bookstore Stock-Books	1-64-514.40	728.84	6415	728.84
Bobbs-Merrill Co., Inc.	Bookstore Stock-Books	1-64-514.40	21.55	6416	21.55
Burgess Publishing Co.	Bookstore Stock-Books	1-64-514.40	79.00	6417	79.00
Chandlers, Inc.	Bookstore Stock-Freight & Books	1-64-514.40	267.95	6418	267.95
The Chemical Rubber Co., Inc.	Bookstore Stock-Books	1-64-514.40	79.58	6419	79.58
Cooper-Jarrett, Inc.	Bookstore Stock-Freight	1-64-514.40	8.00	6420	8.00
Thomas Y. Crowell Co.	Bookstore Stock-Books	1-64-514.40	155.45	6421	155.45
Fearon Publishers, Inc.	Bookstore Stock-Books	1-64-514.40	102.40	6422	102.40
The Foundation Press, Inc.	Bookstore Stock-Books	1-64-514.40	197.60	6423	197.60
Harcourt, Brace & World, Inc.	Bookstore Stock-Books	1-64-514.40	517.40	6424	517.40
Holt, Rinehart & Winston, Inc.	Bookstore Stock-Books	1-64-514.40	185.30	6425	185.30
International Business Machines, Inc.	Bookstore Stock-Books	1-64-514.40	578.64	6426	578.64
Kehe Motor Service, Inc.	Bookstore Stock-Freight	1-64-514.40	7.84	6427	7.84
Leisure Time Products	Bookstore Stock-Books	1-64-514.40	4.66	6428	4.66

PAYEE	DESCRIPTION	ACCOUNT NUMBER	ACCOUNT AMOUNT	CHECK NUMBER	CHECK AMOUNT
McGraw-Hill Books Co.	Bookstore Stock-Books (Credit)	1-64-514.40	$ (407.64)		
McGraw-Hill Books Co.	Bookstore Stock-Books	1-64-514.40	417.30	6429	$ 9.66
Nacscorp, Inc.	Bookstore Stock-Books	1-64-514.40	86.95	6430	86.95
Nebraska Book Co.	Bookstore Stock-Books	1-64-514.40	1,316.22	6431	1,316.22
Niedert Motor Service, Inc.	Bookstore Stock-Freight	1-64-514.40	14.49	6432	14.49
The Odyssey Press, Inc.	Bookstore Stock-Books	1-64-514.40	915.20	6433	915.20
Open Court Publishing Co.	Bookstore Stock-Books	1-64-514.40	21.65	6434	21.65
Oxford University Press, Inc.	Bookstore Stock-Books	1-64-514.40	57.61	6435	57.61
Penguin Books, Inc.	Bookstore Stock-Books	1-64-514.40	197.10	6436	197.10
Prentice-Hall, Inc.	Bookstore Stock-Books	1-64-514.40	2,417.35	6437	2,417.35
Schaum Publishing Co.	Bookstore Stock-Books	1-64-514.40	189.75	6438	189.75
Scott, Foresman & Co.	Bookstore Stock-Books	1-64-514.40	315.90	6439	315.90
Charles Scribner's Sons	Bookstore Stock-Books& Freight	1-64-514.40	240.90	6440	240.90
South-Western Publishing Co.	Bookstore Stock-Books	1-64-514.40	1,305.02	6441	1,305.02
The Douglas Stewart Co.	Bookstore Stock-Books	1-64-514.40	215.46		
The Douglas Stewart Co.	Bookstore Stock-Books (Credit)	1-64-514.40	(54.00)	6442	161.46
Charles C. Thomas, Publisher	Bookstore Stock-Books	1-64-514.40	250.90	6443	250.90
John Wiley & Sons, Inc.	Bookstore Stock-Books	1-64-514.40	400.00	6444	400.00
Harry A. Bade Paper Products	Bookstore Supplies	1-64-514.90	39.96	6445	39.96
Monarch Marking System Co.	Bookstore Supplies	1-64-514.90	144.01	6446	144.01
Saginaw Store Fixture Co.	Bookstore Supplies	1-64-514.90	36.00	6447	36.00
Universal Stationers, Inc.	Bookstore Supplies	1-64-514.90	78.36	6448	78.36
Allen Brothers, Inc.	Cafeteria-Food	1-65-515.31	288.71	6449	288.71
O. H. Bambas Tobacco Co.	Cafeteria-Candy	1-65-515.31	102.95	6450	102.95
Burny Bros., Inc.	Cafeteria-Food	1-65-515.31	56.58	6451	56.58
Frito-Lay, Inc.	Cafeteria-Food	1-65-515.31	64.00	6452	64.00
Jewel Food Marketer	Cafeteria-Food	1-65-515.31	194.78	6453	194.78
Kraft Foods	Cafeteria-Food	1-65-515.31	226.09	6454	226.09
Oscar Mayer & Co.	Cafeteria-Food	1-65-515.31	153.06	6455	153.06
S & S Dairy Service	Cafeteria-Food	1-65-515.31	152.77	6456	152.77
Nedlog	Cafeteria-Food	1-65-515.31	49.56	6457	49.56
OK Papers	Cafeteria-Supplies	1-65-515.90	240.91	6458	240.91
John Sexton & Co.	Cafeteria-Food	1-65-515.31	56.65	6459	56.65
Silvercup Bakers Inc.	Cafeteria-Food	1-65-515.31	68.73	6460	68.73
Stearnes-Imperial, Inc.	Cafeteria-Supplies	1-65-515.90	29.40	6461	29.40
Perf-O-Dent Co., Inc.	Student Identification Cards	1-69-517.90	849.52	6462	849.52
Bro-Dart Industries, Inc.	Library Books	1-210.90	5,077.23	6463	5,077.23
Baker & Taylor Co.	Library Books	1-210.90	41.10	6464	41.10
R. R. Bowker Co.	Library Books	1-210.90	15.00	6465	15.00
The Chemical Rubber Co.	Library Books	1-210.90	18.20	6466	18.20

EDUCAT:)AL FUND EXPENDITURES -- OCTOBER 12, 1967 cont'd

PAYEE	DESCRIPTION	ACCOUNT NUMBER	ACCOUNT AMOUNT	CHECK NUMBER	CHECK AMOUNT
Estey Corporation	Library Equipment-Shelving	1-210.90	$ 1,218.36	6467	$ 1,218.36
Library Bureau	Library Equipment-Card Catalog	1-210.90	991.00	6468	991.00
National Education Association	Library Books	1-210.90	2.25	6469	2.25
Science Research Associates, Inc.	Library Books	1-210.90	5.60	6470	5.60
Stacey's Scientific & Prof. Book Center	Library Books	1-210.90	20.92	6471	20.92
Carousel Travel & Tours	Travel Expense	1-501-502.72	33.00		
Carousel Travel & Tours	Travel Expense	1-502-502.72	33.00	6472	66.00
Dr. G. Kenneth Andeen	Travel Expense	1-502-502.72	17.75	6473	17.75
Harold Cunningham	Travel Expense	1-501-502.72	48.81	6474	48.81
United Rent-Alls	Equipment Rental-Tables	1-508.60	152.00	6475	152.00
South-Western Publishing Co.	Instructional Supplies	1-511-502.39	88.61	6476	88.61
John R. Birkholz	Travel Expenses	1-511-502.72	14.00	6477	14.00
Charles Falk	Travel Expense	1-511-502.72	45.50	6478	45.50
Alice F. Phillips	Travel Expense	1-511-502.72	6.50	6479	6.50
McGraw-Hill Book Co.	Instructional Supplies-Shorthand Tapes	1-513-502.39	937.86	6480	937.86
Rondell Corporation	Instructional Supplies	1-521-502.39	344.50	6481	344.50
American Book Co.	Language Tapes	1-526-502.39	35.75	6482	35.75
Pitman Publishing Co.	Russian Language Records	1-528-502.39	44.31	6483	44.31
International Business Machines Corp.	Data Processing Supplies	1-532-502.39	58.47		
International Business Machines Corp.	Data Processing Supplies	1-4-501.39	35.08	6484	93.55
KeeLox Manufacturing Co.	Data Processing Supplies	1-532-502.39	42.84	6485	42.84
Federal Surplus Property Utilization Station	Equipment	1-533-502.39	184.94	6486	184.94
University of Illinois	Books	1-533-502.39	22.50		
University of Illinois	Books	1-534-502.39	22.50	6487	45.00
Roger A. Mussell	Travel Expense	1-533-502.72	28.50	6488	28.50
REA Express	Freight	1-533-502.39	7.10	6489	7.10
Biological Research Products Co.	Instructional Supplies	1-541-502.39	77.20	6490	77.20
Carolina Biological Supply Co.	Instructional Supplies	1-541-502.39	84.84	6491	84.84
General Biological Supply House, Inc.	Instructional Supplies	1-541-502.39	251.75	6492	251.75
Life Filmstrips	Instructional Supplies	1-541-502.39	18.00	6493	18.00
Robert J. Brady Co.	Instructional Supplies-Nursing	1-545-502.39	260.00	6494	260.00
Maternity Center Association	Book-Nursing	1-545-502.39	8.50	6495	8.50
Trainex Corporation	Instructional Supplies	1-545-502.39	200.00	6496	200.00
National School Towel Service, Inc.	Contractual Services	1-547-502.39	208.00	6497	208.00
Parrish Sporting Goods	Instructional Equipment	1-547-502.39	452.80	6498	452.80
Allegheny Ludlum Steel Corp.	Material-Horseshoe Pit	1-547-502.39	12.18	6499	12.18
John Gelch	Travel Expense	1-547-502.72	11.00	6500	11.00
American Terra Cotta Corp.	Instructional Supplies	1-551-502.39	20.00	6501	20.00
Bersted's Hobby Craft, Inc.	Instructional Supplies	1-551-502.39	18.12	6502	18.12
Graphic Chemical & Ink Co.	Instructional Supplies	1-551-502.39	502.25	6503	502.25
Hansen Hardware Co.	Ladders-Art Department	1-551-502.39	21.90	6504	21.90
Karnes Music Co.	Instructional Supplies-Musical Instruments	1-557-502.39	47.45	6505	47.45

EDUCAT)AL FUND EXPENDITURES -- OCTOBER 12, 1967 cont'd

PAYEE	DESCRIPTION	ACCOUNT NUMBER	ACCOUNT AMOUNT	CHECK NUMBER	CHECK AMOUNT
Harcourt, Brace & World, Inc.	Instructional Supplies	1-561-502.39	$ 40.34	6506	$ 40.34
W. H. Freeman & Co.	Instructional Supplies	1-563-502.39	40.80	6507	40.80
Sawyer's, Inc.	Instructional Supplies	1-563-502.39	59.00	6508	59.00
Wards Natural Science Establishment, Inc.	Instructional Supplies	1-563-502.39	2,021.60	6509	2,021.60
Welch Scientific Co.	Instructional Supplies	1-564-502.39	23.75	6510	23.75
Cenco Instruments Corp.	Instructional Supplies	1-565-502.39	231.35	6511	231.35
E. H. Sargent & Co.	Instructional Supplies	1-565-502.39	171.00	6512	171.00
Denoyer-Geppert Co.	Instructional Supplies	1-576-502.39	217.00	6513	217.00
International Business Machines Corp.	Instructional Supplies	1-579-502.39	37.39	6514	37.39
International Business Machines Corp.	Machine Maintenance	1- -501.29	337.72	6515	337.72
Prudential Insurance Co.	Life Insurance	1-508.52	413.53		
Prudential Insurance Co.	Health Insurance	1-508.51	2,471.91	6516	2,885.44
Imprest Fund	Reimbursement-September		2,720.64	6517	2,720.64
					$57,892.88

Date of Approval: October 12, 1967

The above listed checks Number 6317 to 6517 are hereby authorized for payment.

President ______________________ Secretary ______________________

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
PALATINE, ILLINOIS 60067

SITE AND CONSTRUCTION FUND EXPENDITURES -- OCTOBER 12, 1967

PAYEE	DESCRIPTION	ACCOUNT NUMBER	ACCOUNT AMOUNT	CHECK NUMBER	CHECK AMOUNT
Illinois Building Authority	Transfer of Funds to I. B. A. for Phase I Construction Project	6-562.00	$2,557,469.43	231	$2,557,469.43*
Midwest Visual Equipment Co.	Equipment	6-1-563.00	120.45	232	120.45
Federal Surplus Property Section	Equipment	6-3-563.00	20.00	233	20.00
The Franklin-Lee Company	Equipment-Files	6-5-563.00	435.00	234	435.00
International Business Machines Corp.	Typewriters	6-5-563.00	1,215.00	235	1,215.00
International Business Machines Corp.	Typewriter	6-6-563.00	433.50	236	433.50
Allied Electronics Corp.	Recorder & Amplifier	6-59-563.00	651.45	237	651.45
Art Institute of Chicago	Shelving - Library	6-59-563.00	10.00	238	10.00
Henricksen & Co.	Equipment - Safe	6-64-563.00	562.94	239	562.94
Henricksen & Co.	Classroom Equipment - Tables	6-532-563.00	488.75	240	488.75
3M Business Products Sales Inc.	Equipment-Transparency Maker	6-532-563.00	295.00	241	295.00
Carter Electronics Inc.	Instructional Equipment - Oscilloscope	6-533-563.00	655.00		
Carter Electronics Inc.	Instructional Equipment - Plug-In, Delaying Sweep, Curve Tracer	6-533-563.00	4,323.00	242	4,978.00
Electro Scientific Industries Inc.	Instructional Equipment - Dekabox & Bridge	6-533-663.00	1,234.00	243	1,234.00

SITE AND CONSTRUCTION FUND EXPENDITURES -- OCTOBER 12, 1967 cont'd

PAYEE	DESCRIPTION	ACCOUNT NUMBER	ACCOUNT AMOUNT	CHECK NUMBER	CHECK AMOUNT
Federal Surplus Property Section	Equipment	6-533-563.00	$ 68.00	244	$ 68.00
Friden Inc.	Electronic Calculator	6-533-563.00	1,678.00	245	1,678.00
Hewlett Packard	Instructional Equipment - Amplifiers, Sweep Units, Camera	6-533-563.00	4,972.20		
Hewlett Packard	Instructional Equipment	6-533-563.00	6,749.60		
Hewlett Packard	Instructional Equipment	6-533-563.00	10,018.18	246	21,739.98
Huot Manufacturing Co.	Instructional Equipment - Cabinets & Tool Chests	6-533-563.00	320.27	247	320.27
Marconi Instruments	Instructional Equipment	6-533-563.00	301.05	248	301.05
Measurements	Instructional Equipment	6-533-563.00	451.35	249	451.35
Transistor Specialties Inc.	Instructional Equipment	6-533-563.00	1,095.00	250	1,095.00
Beckley-Cardy Company	Equipment - Cabinet	6-551-563.00	41.78	251	41.78
Educational & Institutional Cooperative Service	Storage Cabinets	6-557-563.00	258.09	252	258.09
Chicago Title & Trust Co.	Title Bill for Land Transferred	6-561.00	407.75	253	407.75
Gremley & Biedermann Associates Co.	Surveyors	6-561.00	110.00	254	110.00
Frank M. Hines	Legal Services	6-562.22	1,150.00	255	1,150.00

SITE AND CONSTRUCTION FUND EXPENDITURES -- OCTOBER 12, 1967 cont'd

PAYEE	DESCRIPTION	ACCOUNT NUMBER	ACCOUNT AMOUNT	CHECK NUMBER	CHECK AMOUNT
Caudill Rowlett Scott	Architects Fees-Plans & Bids	6-562.24	$ 5,025.50		
Caudill Rowlett Scott	Architects Fees	6-562.24	42,211.25		
Caudill Rowlett Scott	Architects Fees-Scale Model	6-562.24	1,976.32		
Caudill Rowlett Scott	Architects Fees-Plans & Specifications	6-562.24	10,163.49	256	$ 59,376.56
Cenco Instruments Co.	Instructional Equipment	6-565-563.00	828.50	257	828.50
A. Daigger & Co.	Instructional Equipment-Microscopes	6-565-563.00	2,294.00	258	2,294.00
Modern School Supply Co.	Instructional Equipment - Maps	6-571-563.00	76.15	259	76.15
Kagan & Gaines Co., Inc.	Instructional Equipment-Musical Instruments	6-557-563.00	839.00	260	839.00
Universal Stationers, Inc.	Office Equipment-Fireproof File	6-6-563.00	252.56		
Universal Stationers, Inc.	Office Equipment	6-3-563.00	29.56		
Universal Stationers, Inc.	Classroom Equipment	6-532-563.00	176.40		
Universal Stationers, Inc.	Instructional Equipment-Classroom Furniture	6-532-563.00	680.00		
Universal Stationers, Inc.	Instructional Equipment-Classroom Furniture	6-5-563.00	1,768.00		
Universal Stationers, Inc.	Instructional Equipment-Classroom Furniture	6-6-563.00	408.00		
Universal Stationers, Inc.	Instructional Equipment-Classroom Furniture	6-69-563.00	816.00		
Universal Stationers, Inc.	Instructional Equipment-Classroom Furniture	6-532-563.00	53.00		
Universal Stationers, Inc.	Equipment-Mail Rack	6-5-563.00	105.60		
Universal Stationers, Inc.	Equipment-Mail Rack	6-5-563.00	58.80	261	4,347.92

SITE AND CONSTRUCTION FUND EXPENDITURES -- OCTOBER 12, 1967 cont'd

PAYEE	DESCRIPTION	ACCOUNT NUMBER	ACCOUNT AMOUNT	CHECK NUMBER	CHECK AMOUNT
A. J. Nystrom & Co.	Instructional Equipment-Maps	6-571-563.00	$ 133.55	262	$ 133.55
Wards Natural Science Establishment, Inc.	Instructional Equipment	6-563-563.00	1,594.92	263	1,594.92
Welch Scientific Co.	Instructional Equipment	6-564-563.00	834.40	264	834.40
Rollins Supply Co.	Instructional Equipment	6-551-563.00	134.40	265	134.40
Science Research Associates, Inc.	Instructional Equipment	6-521-563.00	1,017.44	266	1,017.44
Rondell Corporation	Instructional Equipment	6-521-563.00	771.85	267	771.85
					$110,314.05
			PLUS PREVIOUS DISBURSEMENT*		$2,667,783.48

* Previous Disbursement.

Date of Approval: October 12, 1967

The above listed checks Number 231 to 267 are hereby authorized for payment.

President ______________________ Secretary ______________________

WILLIAM RA[illegible]Y HARPER COLLEGE
DISTRIC[illegible] NO. 512
PALATINE, ILLINOIS 60067

BUILDING FUND EXPENDITURES -- OCTOBER 12, 1967

PAYEE	DESCRIPTION	ACCOUNT NUMBER	ACCOUNT AMOUNT	CHECK NUMBER	CHECK AMOUNT
Accurate Sign Co. of Palatine	Replacement Sign - Harper Grove	2-105.90	$ 152.50	1039	$ 152.50
Commonwealth Edison Co.	Electricity	2-506.52	269.56	1040	269.56
Shamrock Best Maintenance Service	Maintenance Service - August	2-3-506.20	95.00	1041	95.00
Illinois Bell Telephone Co.	Telephone Service-Palatine Office	2-3-506.54	640.50	1042	640.50
Hansen Hardware	Supplies	2-32-506.30	4.11		
Hansen Hardware	Supplies	2-4-506.30	104.58		
Hansen Hardware	Supplies	2-5-506.30	33.66	1043	142.35
Accurate Sign Co. of Palatine	Data Processing Sign	2-4-506.20	94.00	1044	94.00
Knight Paving Co.	Contractual Services - Grading	2-4-506.20	127.50	1045	127.50
Masters Supply Co.	Washroom Supplies & Equipment	2-4-506.30	100.04	1046	100.04
Stevens Chemical Co.	Maintenance Tools & Supplies	2-4-506.30	155.80	1047	155.80
Arlington Oil Co.	Fuel Oil	2-4-506.40	110.52	1048	110.52
Route 12 Rental Co.	Equipment Rental	2-4-506.60	3.00		
Route 12 Rental Co.	Equipment Rental	2-4-506.60	6.75	1049	9.75
General Fire Extinguisher Corp.	Fire Extinguishers-Data Processing Center	2-4-563.00	130.06	1050	130.06
Dependable Concrete Products Co.	Concrete Wheelstops	2-5-506.20	64.00	1051	64.00

PAYEE	DESCRIPTION	ACCOUNT NUMBER	ACCOUNT AMOUNT	CHECK NUMBER	CHECK AMOUNT
Empire Cooler Service, Inc.	Paper Cups	2-5-506.30	$ 15.95	1052	$ 15.95
Gullett's Loc-N-Key Service	Supplies	2-5-506.30	2.90	1053	2.90
R. Hoppe	Water Service	2-5-506.30	25.80	1054	25.80
Illinois Bell Telephone Co.	Harper Grove Telephone Service, 7-27 to 9-22	2-5-506.54	72.25		
Illinois Bell Telephone Co.	Harper Grove Telephone Service, 7-27 to 9-22	2-5-506.54	72.42		
Illinois Bell Telephone Co.	Harper Grove Telephone Service, 7-27 to 9-22	2-5-506.54	77.46		
Illinois Bell Telephone Co.	Harper Grove Telephone Service, 7-27 to 9-22	2-5-506.54	151.08		
Illinois Bell Telephone Co.	Telephone Service-Data Processing Center	2-4-506.54	152.66	1055	525.87
Township High School District #214	Rental of Elk Grove Facilities-October	2-5-508.65	5600.00	1056	5600.00
Roy La Londe	Office Rent - September & October	2-508.65	2036.66	1057	2036.66
Robert J. Hughes	Travel Expenses	2-32-506.72	74.80	1058	74.80
Federal Surplus Property Section	Equipment	2-32-506.30	113.23	1059	113.23
Wm. Mounsey & Son	Moving Expense-Data Processing	2-4-506.20	213.50	1060	213.50
Zimmer Hardware	Maintenance Supplies	2-5-506.30	52.50	1061	52.50

PAYEE	DESCRIPTION	ACCOUNT NUMBER	ACCOUNT AMOUNT	CHECK NUMBER	CHECK AMOUNT
Illinois Bell Telephone Co.	Harper Grove Telephone & Installation Expense 7-27 to 9-22-67	2-5-506.54	$ 2,405.81		
Illinois Bell Telephone Co.	Harper Grove Telephone Expense 7-27 to 9-22-67	2-5-506.54	174.30	1062	$ 2,580.11
Imprest Fund	Reimbursement-September		412.43	1063	412.43
					$ 13,745.33

Date of Approval: October 12, 1967

The above listed checks Number 1039 to 1063 are hereby authorized for payment.

President John a. [illegible]

Secretary Jacquelyn [illegible]

BOARD RESOLUTION TO AUTHORIZE PURCHASE OF TAX SHELTERED ANNUITY CONTRACT

WHEREAS, The Board of Trusties of William Rainey Harper College District 512 has determined that it is in its best interests that non-forfeitable retirement annuity contracts be made available to the teachers and other professional or clerical employees in its employ; and

WHEREAS, it is deemed appropriate that each such employee be given the opportunity to elect whether or not such an annuity contract shall be purchased on his life; now therefore be it

RESOLVED, that each such employee exercising such election be given the opportunity of amending his basic employment contract to reflect an appropriate reduction in salary; that for each such employee who elects such reduction in salary the Board of Trusties shall apply for such an annuity contract for the benefit of such employee in an amount equal to the aggregate reduction in salary, and that William J. Mann, Dean of Business Affairs, acting for and on behalf of the Board of Trustees shall be authorized and directed to purchase any and all annuity contracts and to execute any and all employment contract amendments, application forms, or other documents needed in completing the purchase of such annuity contracts.

BE IT FURTHER RESOLVED, that all contracts as outlined above which are placed with any company shall designate David J. Regner or his appointed representative as the agent through whom such contracts shall be obtained.

Approved this 12th day of October

by the Board of Trustees of

William Rainey Harper College

John A. Haas

President

Richard L. Johnson

Secretary of Board (Pro Tem)

Board Action
Exhibit A

McKEE - BERGER - MANSUETO INC.
Construction Consultants *Professional Engineers*
300 W. WASHINGTON STREET · CHICAGO, ILLINOIS 60606 · FINANCIAL 6-7030 · CABLE: COSCONSULT, CHICAGO

October 5, 1967

William Rainey Harper College
34 West Palatine Road
Palatine, Illinois 60067

Attention: Dr. Robert E. Lahti, President

Re: CPM Services
William Rainey Harper College

Gentlemen:

Enclosed is our proposal, in duplicate, dated October 5, 1967, covering our services on the above project.

If you have any questions or if we can be of further assistance, please do not hesitate to contact us.

Very truly yours,

McKEE-BERGER--MANSUETO, INC.

Frank C. Elias

Frank C. Elias

FCE:ab
Encs.

cc: Mr. Frank Heines

RECEIVED
OCT - 6 1967
Office of the President

McKEE - BERGER - MANSUETO INC.
Construction Consultants Professional Engineers
300 W. WASHINGTON STREET · CHICAGO, ILLINOIS 60606 · FINANCIAL 6-7030 · CABLE: COSCONSULT, CHICAGO

October 5, 1967

To: William Rainey Harper College

PROPOSAL

We propose to furnish consulting services to assist in the establishment and maintenance of an optimum project schedule and progress reporting program for your William Rainey Harper College project, Palatine, Illinois.

We propose to analyze the project, and by the technique known as Critical Path Method (CPM), prepare and furnish network diagrams and a computer solution. Such considerations as critical time and other controlling features of the project derived from the CPM analysis will be documented and submitted to the Client.

I. CONTRACTOR'S CRITICAL PATH SCHEDULE

In general, we propose to translate the contractors' proposed project plan into a schedule using Critical Path Method (CPM) techniques.

A. MBM will meet with the contractors' personnel to detail the program requirements and establish the responsibilities of all parties.

B. The contractors shall set forth their proposed project plan consisting of the following:

1. The contractors' analysis of the essential components of their work.

2. The contractors' calculation of the time required for the completion of each of said components.

3. The contractors' analysis of the sequential relationship of each said component.

4. Such other information as may be required to prepare a plan and schedule under the Critical Path Method.

MBM will then translate this information into a CPM Network Diagram.

C. MBM will conduct an analysis by computer of the information as assembled. If this analysis indicates project completion not within the desired overall time, MBM will consult with the contractors and make such changes in job sequence and activity durations with the contractors' approval as will yield a computer analysis showing a project completion within the desired time or within the shortest time possible. The computer will determine for each of the project elements:

1. its earliest starting and finishing dates.
2. its latest starting and finishing dates.
3. the degree to which the schedule can be modified without affecting overall completion.

D. MBM will furnish copies of the Network Diagram and Computer Printouts which will contain the following information:

1. Ascending numerical order of "start" events. (I-J sort)

2. Increasing total float, arranged in chronological order of "early start". (Criticality sort)

3. Responsibility of Contractor and Subcontractors, in chronological order of "early start" dates. (Responsibility sort)

Distribution of the above copies will be as follows:

1. Fridstein & Fitch

   (a) Two copies of the I-J sort (#1)
   (b) One copy of Criticality sort (#2)
   (c) One copy of Responsibility sort (#3)
   (d) Two copies of the Network Diagram

2. William Rainey Harper College

   (Same distribution as Item 1 above)

3. All major contractors shall receive -

   (a) One copy of the I-J sort (#1)
   (b) One copy of the Responsibility sort (#3)
   (c) One copy of the Network Diagram

Additional copies will be provided upon request at MBM's direct cost.

E. Upon acceptance by the Client, the Network Diagrams and Computer Solutions shall constitute the approved schedule.

II. PROGRESS REPORTING AND CONTROL

We propose to establish and administer a program of progress monitoring no less often than monthly, and to provide professional assistance in achieving the project completion goals.

A. MBM shall visit the job site no less often than monthly and, in conjunction with the contractors and their representatives, shall update the Network Diagram to indicate job progress.

B. Once a month MBM will provide an updated Network Diagram and computer printouts showing the relation between actual and scheduled progress. In addition, MBM will submit a narrative analysis pointing out major features of progress interest such as potential trouble areas, shifts in job relationships, reasons for project slippage, etc.

C. Where the progress falls behind schedule, MBM will meet with the contractors as required by the Owner or his authorized representatives, to assist them in making such changes to their planned progress as will return the project to schedule.

D. MBM will attend job meetings as required by the Owner or his authorized representatives, and will furnish such assistance in the understanding and application of CPM as may be required to assure its maximum usefulness.

E. MBM will undertake to familiarize such members of the Client's staff as he shall designate, with the principles and techniques of the Critical Path approach to project scheduling.

In conjunction with this orientation process, MBM will make available to the aforementioned members of the Client's staff the full resources and experience of McKee-Berger-Mansueto, Inc. Further, MBM will invite the members of the Client's staff to participate in the development of the basic project schedule, as well as the 1st two progress monitors.

III. FEE AND PAYMENTS

It is proposed to furnish the above services for considerations as follows, not to exceed a maximum sum of $27,000.00.

A. For the Contractor's Critical Path Schedule (to be completed 60 days after award of contract), a lump sum consideration of $10,000.00, payable upon completion.

B. For the operation of a Monthly Progress Reporting, Monitoring and Updating Procedure, a sum of $750.00 per month, payable monthly, commencing 30 days after the completion of the Contractor's Critical Path Schedule.

C. If, during the course of the project, conditions arise which require a major change in scope from the original accepted CPM schedule, requiring new Network Diagrams and/or Computer Solutions, these shall be provided for a consideration of 2-1/2 times technical salaries, plus computer costs (if necessary), and would be payable only in the event that the Architect is granted an increase in his fee for this increased scope.

If you find this proposal agreeable, please sign and return one (1) copy.

Frank C. Elias
for McKee-Berger-Mansueto, Inc.

October 5, 1967
date

for William Rainey Harper College

date

R E S O L U T I O N

WHEREAS, College District Boards are authorized by law to adopt and utilize any system of sound accounting and business procedure in payment of its bills so long as such system reflects the facts and is in accordance with the rules and regulations prescribed and/or approved by the State Board, and

WHEREAS, it would be advantageous to and to the benefit of the College District and this College Board to develop and adopt a system and procedure which is in compliance with the law and which provided for complete, accurate and timely reporting to the College Board, the assemblage of a complete and self-explanatory record, and, the prompt and accurate disbursement of all payroll committments, and

WHEREAS, it is the opinion of the Administration of Junior College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, and of the Board thereof, that the following system and procedure is in compliance with the requirements of the law and and responsive to the needs set forth in the preamble hereof,

IT IS HEREBY RESOLVED by the Board of Junior College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, as follows:

Section 1. That payroll disbursements to College District personnel shall be made semi-monthly, on the 15th and last day of each month, for services rendered during the one-half month period ending with the day of disbursement, provided however that whenever the 15th or the last day of a month falls on a Saturday, Sunday or college-recognized holiday, payroll disbursement shall be on the next previous school day.

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Section 2. That payrolls shall be approved for disbursement by the College Board at a duly constituted and legally convened meeting thereof no later than the day preceding the payroll disbursement day.

Section 3. That the payroll particulars shall be reduced to written report form setting forth the detailed enumeration of the component parts thereof and distributed to the College Board members in the accompaniement of the agenda and prior meeting's minutes for Board review, prior to the meeting whereat said payroll shall be considered for approval.

Section 4. That the payroll content shall be based upon and determined by the work experience and applicable rate of pay for the pay period preceding the period for which disbursement will be authorized by Board approval of the payroll covering the period which ends with the date of disbursement.

Section 5. That disbursements made pursuant to and following Board approval of the payroll shall be in strict conformity and compliance with said payroll and approval thereof, provided only that such normal payroll adjustments as are necessary to bring the disbursements in conformity with the work experience and applicable rate of pay for the period for which disbursements are to be made, shall be permitted, with the further proviso that the total payroll as thus adjusted shall not exceed the total payroll as approved by the College Board by more than ten per cent thereof.

Section 6. That all adjustments made as provided for in Section 5 hereof shall be set forth in written report form with an enumeration of the adjustment and reason(s) therefor, such report to be submitted to the Board members prior to the next following College Board meeting which is regularly scheduled.

Section 7. That the College District Treasurer shall have full authority and be empowered and directed to comply with the terms and provisions hereof to the end that the goals set forth in the preamble be effectively and efficiently attained.

Section 8. That this resolution shall be in full force and effect from and after its adoption, and that all resolutions and/or policies heretofore adopted or established which are in whole or in part in conflict herewith are hereby rescinded to the extent of such conflict.

PASSED this 12th day of October, 1967.

BOARD ACTION
EXHIBIT C

I. SUBJECT

Selection of a financial need analysis program for students applying for financial aid.

II. REASON FOR CONSIDERATION BY BOARD

Program acceptance would add required fee for some students.

III. BACKGROUND INFORMATION AND ANALYSIS OF PROBLEM

In developing a financial aids program to meet the needs of Harper College students, it is evident from our experience this year that a standardized program for determination of financial needs is essential to expedite and equalize the distribution of funds. A standardized program would:

a. Eliminate the need for numerous calls, conferences, explanations, and justifications for financial aid data requested on the Harper College form.

b. Provide applicants with a service used by many other schools so that in cases where a student applies to other institutions for financial aid the program could supply the data and eliminate unnecessary repetition on the part of the student.

c. Eliminate the last minute rush to complete financial aid by students before and during registration. Participation in the program would merely require an additional fee for adding a new college. It would expedite the entire process.

d. Provide Harper College with information about financial aid programs of all other schools using the same service.

e. Reinforce the need for honesty and accuracy on the part of the applicant and place the college in a less threatening position in regard to the student.

There are two recognized college testing programs providing this service: The College Scholarship Service and The American College Testing Program.

The College Scholarship Service has been in operation for a longer period of time and therefore has a better publicized and recognized program. (See Attachment 1). The cost to the student is $2.50 for the first copy of the financial aid statement and $2.00 for each additional copy.

The American College Testing Program cost to the student is $2.00 for one or two copies, and $4.00 for three or four copies. (See Letter G of Attachment 2). The American College Testing Program seems to be less cumbersome, and the cost of the program is less. Since our students are required to take the ACT for admission, it would seem to be the most logical choice for us. There is no cost to the school, and the information provided to Harper College through participation in this program makes it quite worthwhile. The American College Testing Program provides relevant data for reports on the federal programs in which the college participates, it provides valuable statistical information for determining the effectiveness of the colleges financial aids programs, and it offers information and data useful in the preparation of administrative reports for on-campus use.

The American College Testing Program, though new this year, has been thoroughly researched. It is expected to become the most widely used program in Illinois due to the fact that the ACT College Admissions Test is so widely used in the state. All the state schools use The American College Testing Program.

EXHIBIT C

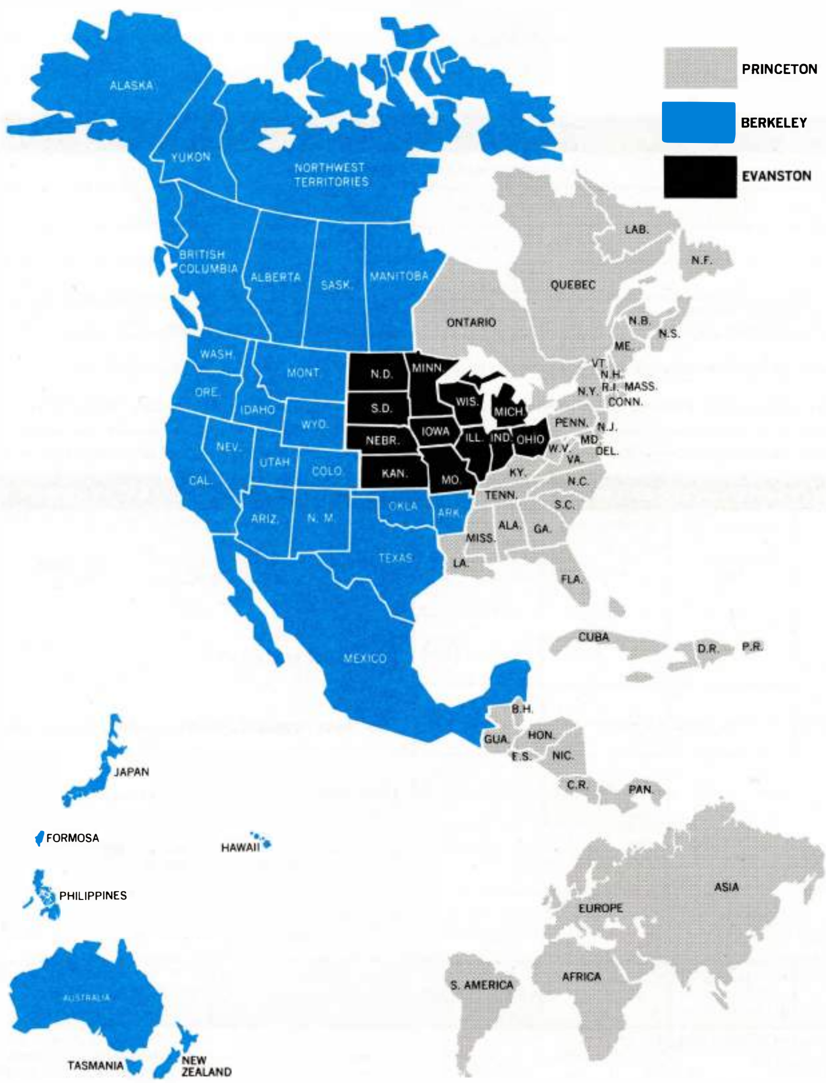
IV. RECOMMENDATION

We recommend that the board approve our participation in one or both of the financial need analysis programs. If one program is selected, we recommend The American College Testing Program.

COLLEGE SCHOLARSHIP SERVICE

Parents' Confidential Statement—Academic Year 1968-1969

(Do Not Send To CSS After September 1, 1968)



WHERE TO SEND YOUR PCS

If you live in the light gray area of the map, send your PCS to the CSS office in Princeton; in the black area, to the office in Evanston; in the blue area, to the office in Berkeley.

COLLEGE SCHOLARSHIP SERVICE

Box 176, Princeton, New Jersey 08540

Box 881, Evanston, Illinois 60204 • Box 1025, Berkeley, California 94701

COLLEGE SCHOLARSHIP SERVICE
Parents' Confidential Statement
Academic Year 1968-1969

Part I WORK SHEET

Read instructions carefully before completing this form

1A STUDENT APPLICANT — LAST NAME | FIRST NAME | MID. INIT. | SEX (1) M (2) F | DATE OF BIRTH MO. DAY YEAR | SOCIAL SECURITY NUMBER

1B ARE YOU A U.S. CITIZEN? YES ☐ NO ☐

1C WHAT IS YOUR MARITAL STATUS? SINGLE (1) ☐ MARRIED (2) ☐

2A STUDENT APPLICANT'S HOME ADDRESS — NUMBER AND STREET | CITY | STATE | ZIP CODE

2B APPLICANT NORMALLY LIVES WITH (CHECK ALL THAT APPLY)
(1) ☐ FATHER (3) ☐ STEPFATHER OR (5) ☐ MAINTAINS
(2) ☐ MOTHER (4) ☐ STEPMOTHER OWN RESIDENCE

CHECK IF ANY APPLY:
(6) ☐ FATHER IS DECEASED (8) ☐ FATHER IS UNABLE TO WORK (0) ☐ OTHER SPECIAL CIRCUMSTANCES (EXPLAIN)
(7) ☐ MOTHER IS DECEASED (9) ☐ PARENTS ARE SEPARATED OR DIVORCED

3 LIST COLLEGES AND AGENCIES TO WHICH COPIES OF THIS FORM ARE TO BE SENT. (CHECK HERE IF YOU LIST MORE THAN FOUR) ☐

NAME	CITY	STATE	CSS USE ONLY	NAME	CITY	STATE	CSS USE ONLY

Father or Male Guardian

4A NAME OF FATHER — AGE
HOME ADDRESS
OCCUPATION AND TITLE
EMPLOYED BY: — YEARS WITH FIRM
CHECK IF YOU WILL RECEIVE RETIREMENT BENEFITS FROM: (1) ☐ SOCIAL SECURITY (2) ☐ ANOTHER PLAN (3) ☐ NEITHER

Mother or Female Guardian

4B NAME OF MOTHER — AGE
HOME ADDRESS
OCCUPATION AND TITLE
EMPLOYED BY: — YEARS WITH FIRM
CHECK IF YOU WILL RECEIVE RETIREMENT BENEFITS FROM: (1) ☐ SOCIAL SECURITY (2) ☐ ANOTHER PLAN (3) ☐ NEITHER

5A ENTER NUMBER OF CHILDREN YOU WILL CLAIM AS TAX DEPENDENTS ON YOUR FEDERAL INCOME TAX RETURN FOR 1967..........

5B ENTER NUMBER OF OTHER DEPENDENTS RECEIVING FINANCIAL SUPPORT FROM FAMILY (DO NOT INCLUDE ANYONE ENTERED IN 4A, 4B AND 5A)..........

6 DO YOU OWN A BUSINESS OR ARE YOU A FARM OR RANCH OWNER, OPERATOR OR TENANT? (IF YES, COMPLETE BUSINESS OR FARM SUPPLEMENT)...... NO ☐ YES ☐

Parents' Annual Income and Expenses

	$ TOTAL 1966	$ TOTAL 1967	$ ESTIMATED 1968
7 SALARIES AND WAGES BEFORE TAXES A. FATHER, STEPFATHER, OR MALE GUARDIAN..........			
B. MOTHER, STEPMOTHER, OR FEMALE GUARDIAN..........			
8 OTHER INCOME..........			
9 BUSINESS EXPENSES..........			
10 UNINSURED MEDICAL EXPENSES (INCLUDE COST OF MEDICAL INSURANCE)..........			
11 OTHER EXTRAORDINARY EXPENSES PAID..........			

	FOR 1966	FOR 1967
12 FEDERAL INCOME TAX PAID..........	$	$

Parents' Assets and Liabilities

	A. PRESENT MARKET VALUE	B. UNPAID MORTGAGE
13 HOME (IF OWNED) YR. PURCHASED 19____ PURCHASE PRICE $____	$	$
14 OTHER REAL ESTATE..........		
15 BANK ACCOUNTS (PERSONAL SAVINGS AND CHECKING)..........		
16 OTHER INVESTMENTS (PRESENT MARKET VALUE)..........		
17 INDEBTEDNESS (DO NOT INCLUDE MORTGAGE, AUTO LOANS, INSURANCE LOANS OR CHARGE ACCOUNTS)..........		
18 STUDENT'S OWN ASSETS (INCLUDE SAVINGS, ENDOWMENTS, TRUST FUNDS, STOCKS AND BONDS)		

CSS USE ONLY — B F — A. — B. — C.

19 LIST BELOW ALL CHILDREN, STUDENT APPLICANT FIRST
CHECK HERE IF YOU LIST MORE THAN SIX ☐

FIRST NAME ONLY	AGE	NAME OF PRESENT SCHOOL OR COLLEGE (1967-68)	WILL HE ATTEND SAME SCHOOL IN 1968-69?	YEAR IN SCHOOL 1967-68	A TUITION PLUS FEES 1967-68 (DO NOT INCLUDE ROOM AND BOARD)	B TOTAL AMOUNT OF SCHOLARSHIP OR GIFT AID, 1967-68
APPLICANT						

ENCLOSE CHECK OR MONEY ORDER PAYABLE TO COLLEGE SCHOLARSHIP SERVICE: $2.50 FOR FIRST COLLEGE OR AGENCY LISTED AND $2.00 FOR EACH ADDITIONAL COLLEGE OR AGENCY.

AMOUNT ENCLOSED $____

20 TOTAL RESOURCES FOR STUDENT FOR ACADEMIC YEAR 1968-1969

A. FROM PARENTS' INCOME AND ASSETS.......... $____
B. FROM STUDENT'S ASSETS.......... ____
C. FROM STUDENT'S SUMMER EARNINGS.......... ____
D. FROM VETERANS BENEFITS.......... ____
E. FROM SOCIAL SECURITY BENEFITS.......... ____
F. FROM OTHER SOURCES.......... ____
TOTAL.......... ____

(DO NOT WRITE IN THIS SPACE)

DETACH AND RETAIN FOR YOUR RECORDS

General Information

The Parents' Confidential Statement (PCS) is used in evaluating student financial need. Parents of students who plan to attend college during 1968-69 and who wish to receive financial aid should submit this form.

The forms are processed by the College Scholarship Service (CSS), which evaluates them in accordance with standards and procedures developed by its membership. This evaluation and a copy of the form itself are sent to each college or agency named by the parents. *The colleges and agencies make the final decisions* about candidates designated as award recipients, the type of aid to be granted (scholarship, loan, job, or any combination), and the amount awarded. Parents should understand that by submitting the forms to the CSS, they consent to this evaluation. The colleges and agencies using the CSS believe that financial aid should be awarded to students on the basis of ability and promise, but the amount of the awards should vary according to financial need.

Since the PCS generally is not considered an application for financial aid, the colleges and agencies may require other application forms. Such requirements are explained in publications of the individual colleges and agencies. These other forms should be returned directly to the colleges and agencies.

Who should complete the PCS: In most cases, the form should be filled out completely and submitted by the *parents* of the student applicant. In certain circumstances, however, it may be appropriate for someone other than the student applicant's parents to fill out the form. In these cases, the person completing the form should indicate his relationship to the student applicant and make any necessary notations specifying whose income and expenses, assets and liabilities are shown on the form.

IF YOU OWN A BUSINESS, OR IF YOU ARE A FARM OR RANCH OWNER, OPERATOR, OR TENANT, complete the Supplement Section of the Parents' Confidential Statement. The Supplement Section (A for business owners, B for farmers or ranchers) should be returned to the CSS with your original Parents' Confidential Statement. If the Supplement Section is not available in your secondary school or the college of your choice, write to the appropriate CSS office and request the Supplement from the College Scholarship Service. You can avoid delay in complete and accurate reporting to the colleges and agencies by including the Supplement Section with your original PCS.

If a student applicant is married but under the age of 25, his parents must complete the PCS. The CSS will then send the married student a supplementary form requesting additional information. Although a student may consider himself self-supporting, colleges nevertheless expect complete information from his parents. A self-supporting applicant should indicate his own financial circumstances in detail in Part II, including his income for both 1967 and 1968, his personal assets in ITEM 18, and the amount from his income and assets he will use toward the payment of his college expenses for 1968-69 in ITEM 20.

Submitting the PCS: The form you submit should be mailed in time to reach the CSS by the dates specified by the colleges and agencies to which you would like a copy of your PCS sent. (Consult the college catalogs or agency bulletins for deadlines.) You should enclose a fee of $2.50 for the first college or agency you list and $2 for each additional one. (See the front cover for mailing instructions.) Copies will be released only to the colleges and agencies you name on your PCS or in subsequent correspondence with the CSS. The original copy will be held on file by the CSS until October 1, 1968. If before that time you wish copies to be sent to other colleges or agencies, you should write to the appropriate CSS office and enclose $2 for each additional copy. *Do not submit another* PCS.

If your circumstances change: If the family finances change materially after the form is filed, or if the student is awarded financial aid not granted by a college, you should promptly notify the CSS, which will inform the colleges and agencies. Include in your letter the student's name (last, first, and middle), date of birth, Social Security number, and his home address. Indicate the changes in your financial position by identifying the item on your original form in which the change occurred and the dollar amount of the change. Send your letter to the CSS office with which you filed your original form.

If you need to correspond with the CSS, *or if you are including additional information on a separate sheet of paper with the* PCS, *be sure to include the applicant's full name, date of birth, Social Security number, and home address.*

Instructions for Completing The Parents' Confidential Statement

Part I: The following instructions are for those PCS items that frequently cause problems. Complete the work sheet first, referring to the instructions. When you have completed the work sheet, transfer the information to the original copy to be submitted to the CSS. Some points to remember:

- *Complete all items legibly. Enter amounts in dollars; omit cents. If no information can be provided for an item, enter "None" in the space. Do not enter "same" or "all" where dollar amounts are requested.*
- *Explain all circled-number items and unusual family circumstances.*
- *Do not write in the gray areas marked for "CSS USE ONLY."*

One out of every three forms is returned to parents because it is incomplete. The principal causes have been failure of parents to explain *all* circled-number items and failure to provide estimates for the next year.

ITEM 1A: If the student applicant does not have a Social Security number, he should secure one through the nearest district Social Security office.

ITEM 2B: If you cannot describe your family situation using the boxes, explain in Part II.

ITEM 3: Enter the name, city, and state of each college and agency to which you want copies sent. If more than six colleges and agencies are to receive copies, list the additional colleges at the top of Part II.

ITEM 5B: In Part II, indicate the relationship of the other dependent(s) to the student applicant, the total dollar amount of support you provide, and whether you claim the other dependent(s) for federal income tax purposes.

ITEM 7: Salaries and wages before taxes: Total all income from employers (including bonuses, drawing accounts, and commissions) before payroll deductions for each of the years requested. Do not include reimbursements for business expenses. If the estimated salaries and wages for 1968 are more than $1,000 lower or higher than the salaries and wages for 1967, explain in Part II. If income is from several sources, itemize in Part II. If actual 1967 figures are not yet available, give your best estimate. Be sure to include an estimate of income for 1968 or the form will be returned to you.

ITEM 8 OTHER INCOME: Enter all dividends, interest, and gross income from self-employment or rented property, and so on. (Report in ITEMS 15 and 16 the amount of principal from which interest or dividends are received.) Also include in ITEM 8 payments from Social Security, pensions, child support, state aid, rations and quarters allowances, or aid from friends or relatives. In addition, enter an estimated amount for other nontaxable income such as free housing, food, services, and so on. Itemize or describe the sources of other income in Part II.

ITEM 9 BUSINESS EXPENSES: List only those business expenses that are paid from your salary or other income, *are not reimbursed*, and are allowable as federal income tax deductions. Itemize in Part II. *Business expenses that are not itemized by dollar amounts and those that are not acceptable federal income tax deductions will not be considered.*

ITEM 10 UNINSURED MEDICAL EXPENSES AND COST OF MEDICAL INSURANCE: Enter here the *sum* of all medical and dental expenses *not covered by insurance.* Include psychiatric and orthodontic care plus the cost of annual medical insurance premiums. *If the amount you enter here for 1968 exceeds $400, itemize (giving amounts for each item for both years) in Part II.*

ITEM 11 OTHER EXTRAORDINARY EXPENSES PAID: Enter here emergency or extraordinary family expenses, for example, alimony, child support, natural disaster expenses, termite control, tuition of parent if his course of study is directly connected with work, unreimbursed moving expenses, and so on. Itemize and explain in Part II, giving amounts for each item. (*Do not include payments for home appliances and furnishings, car, commutation expenses, household help, medical insurance, medical or dental expenses, retirement plan, contributions, etc.*)

ITEM 12 FEDERAL INCOME TAX PAID: Enter combined parents' total federal income tax paid for 1966 and parents' total federal income tax paid or estimated to be paid for 1967. Include the amount withheld from your wages. Enter "None" where appropriate. Do not leave blanks.

ITEM 13 HOME (IF OWNED): Enter market value of your home, not the tax-assessed valuation. If your home is part of a business property, enter here only the value of the dwelling. If your home is part of a farm, enter "None" in this item and see the instructions for the Farm Supplement.

ITEM 14 OTHER REAL ESTATE: This may be any real estate or property other than your own residence. Specify in Part II the type of real estate; if it is income-producing, include the total income received in ITEM 8 and tax-deductible business expenses in ITEM 9. Do not include property that is part of your business or farm.

ITEM 15 BANK ACCOUNTS (PERSONAL SAVINGS AND CHECKING): Enter total present personal savings and checking accounts balances. List in ITEM 18 any funds in the name of the student applicant.

ITEM 16 OTHER INVESTMENTS: Include the *present market value* of stocks, bonds, trusts, or other investments. Itemize nature and amount of holdings in Part II. Any *income* from these investments must be included in ITEM 8.

ITEM 17 INDEBTEDNESS: Do not include current bills for normal living expenses, charge accounts (regular or revolving), appliance loans, mortgages, auto indebtedness, insurance loans, or business or farm indebtedness. Do not include in this item expenses already paid or estimated to be incurred such as those listed in ITEMS 10 or 11.

ITEM 18 STUDENT'S OWN ASSETS: Enter the total assets the student has in his own name such as bank accounts, trust funds, inheritances, stocks and bonds, real estate, and current *cash* value (not face value) of annuities or educational insurance policies. Explain any restrictions on the use of these assets and indicate the amount currently available for college expenses in ITEM 20B. Do not include life insurance policies, stamp or coin collections, or the value of personal property.

ITEM 19: If there are more than six children, list additional children in Part II.

Column 19A: Do not include room, board, fraternity fees, or travel.

Column 19B: List total amount of scholarship or gift aid awarded to each student, even if such aid exceeds entry in Column A.

ITEM 20 TOTAL RESOURCES FOR STUDENT FOR 1968-69: Estimate the maximum amount in dollars you can pay toward the student's total college expenses for one academic year (including tuition, room, board, fees, transportation, clothing, personal expenses, and so on). For ITEMS 20D and 20E indicate in Part II the monthly benefits received by or for the applicant from these sources. In addition, estimate and explain fully in Part II any financial aid the student may receive from other sources entered in ITEM 20F: outside scholarships; gifts or loans from relatives, friends or organizations; government or foundation grants; or family educational insurance policies.

Part II: Explain here other special circumstances, such as divorce, separation, unemployment, illness, widowhood, special housing problems, or any other unusual circumstances that affect your income or standard of living. Note that the financial aspect of these circumstances must be shown in the appropriate items in Part I or they may not be considered. *If the applicant is self-supporting, his income should be entered here.*

COLLEGE SCHOLARSHIP SERVICE
Parents' Confidential Statement
Academic Year 1968-1969

Part I

(Do not send to CSS after September 1, 1968)

Submit this form after transferring information from work sheet

1A STUDENT APPLICANT — LAST NAME | FIRST NAME | MID. INIT. | SEX (1) ☐ M (2) ☐ F | DATE OF BIRTH MO. DAY YEAR | SOCIAL SECURITY NUMBER

1B ARE YOU A U.S. CITIZEN? YES ☐ NO ☐

1C WHAT IS YOUR MARITAL STATUS? SINGLE (1) ☐ MARRIED (2) ☐

2A STUDENT APPLICANT'S HOME ADDRESS — NUMBER AND STREET | CITY | STATE | ZIP CODE

2B APPLICANT NORMALLY LIVES WITH (CHECK ALL THAT APPLY)
(1) ☐ FATHER (2) ☐ MOTHER (3) ☐ STEPFATHER (4) ☐ STEPMOTHER OR (5) ☐ MAINTAINS OWN RESIDENCE

CHECK IF ANY APPLY:
(6) ☐ FATHER IS DECEASED (7) ☐ MOTHER IS DECEASED (8) ☐ FATHER IS UNABLE TO WORK (9) ☐ PARENTS ARE SEPARATED OR DIVORCED (0) ☐ OTHER SPECIAL CIRCUMSTANCES (EXPLAIN)

3 LIST COLLEGES AND AGENCIES TO WHICH COPIES OF THIS FORM ARE TO BE SENT. (CHECK HERE IF YOU LIST MORE THAN FOUR) ☐

NAME	CITY	STATE	CSS USE ONLY	NAME	CITY	STATE	CSS USE ONLY

Father or Male Guardian

4A NAME OF FATHER — AGE
HOME ADDRESS
OCCUPATION AND TITLE
EMPLOYED BY: — YEARS WITH FIRM
CHECK IF YOU WILL RECEIVE RETIREMENT BENEFITS FROM: (1) ☐ SOCIAL SECURITY (2) ☐ ANOTHER PLAN (3) ☐ NEITHER

Mother or Female Guardian

4B NAME OF MOTHER — AGE
HOME ADDRESS
OCCUPATION AND TITLE
EMPLOYED BY: — YEARS WITH FIRM
CHECK IF YOU WILL RECEIVE RETIREMENT BENEFITS FROM: (1) ☐ SOCIAL SECURITY (2) ☐ ANOTHER PLAN (3) ☐ NEITHER

5A ENTER NUMBER OF CHILDREN YOU WILL CLAIM AS TAX DEPENDENTS ON YOUR FEDERAL INCOME TAX RETURN FOR 1967........

5B ENTER NUMBER OF OTHER DEPENDENTS RECEIVING FINANCIAL SUPPORT FROM FAMILY (DO NOT INCLUDE ANYONE ENTERED IN 4A, 4B AND 5A)........

6 DO YOU OWN A BUSINESS OR ARE YOU A FARM OR RANCH OWNER, OPERATOR OR TENANT? (IF YES, COMPLETE BUSINESS OR FARM SUPPLEMENT)...... NO ☐ YES ☐

Parents' Annual Income and Expenses

	$ TOTAL 1966	$ TOTAL 1967	$ ESTIMATED 1968
7 SALARIES AND WAGES BEFORE TAXES A. FATHER, STEPFATHER, OR MALE GUARDIAN........			
B. MOTHER, STEPMOTHER, OR FEMALE GUARDIAN........			
8 OTHER INCOME........			
9 BUSINESS EXPENSES........			
10 UNINSURED MEDICAL EXPENSES (INCLUDE COST OF MEDICAL INSURANCE)........			
11 OTHER EXTRAORDINARY EXPENSES PAID........			

Parents' Assets and Liabilities

	A. PRESENT MARKET VALUE	B. UNPAID MORTGAGE
13 HOME (IF OWNED) YR. PURCHASED 19____ PURCHASE PRICE $____	$	$
14 OTHER REAL ESTATE........		
15 BANK ACCOUNTS (PERSONAL SAVINGS AND CHECKING)........		
16 OTHER INVESTMENTS (PRESENT MARKET VALUE)........		
17 INDEBTEDNESS (DO NOT INCLUDE MORTGAGE, AUTO LOANS, INSURANCE LOANS OR CHARGE ACCOUNTS)........		
18 STUDENT'S OWN ASSETS (INCLUDE SAVINGS, ENDOWMENTS, TRUST FUNDS, STOCKS AND BONDS)		

	FOR 1966	FOR 1967	CSS USE ONLY B F	A.	B.	C.
12 FEDERAL INCOME TAX PAID........	$	$				

19 LIST BELOW ALL CHILDREN, STUDENT APPLICANT FIRST
CHECK HERE IF YOU LIST MORE THAN SIX ☐

FIRST NAME ONLY	AGE	NAME OF PRESENT SCHOOL OR COLLEGE (1967-68)	WILL HE ATTEND SAME SCHOOL IN 1968-69?	YEAR IN SCHOOL 1967-68	A TUITION PLUS FEES 1967-68 (DO NOT INCLUDE ROOM AND BOARD)	B TOTAL AMOUNT OF SCHOLARSHIP OR GIFT AID, 1967-68
APPLICANT						

ENCLOSE CHECK OR MONEY ORDER PAYABLE TO COLLEGE SCHOLARSHIP SERVICE: $2.50 FOR FIRST COLLEGE OR AGENCY LISTED AND $2.00 FOR EACH ADDITIONAL COLLEGE OR AGENCY.

AMOUNT ENCLOSED $______

20 TOTAL RESOURCES FOR STUDENT FOR ACADEMIC YEAR 1968-1969

A. FROM PARENTS' INCOME AND ASSETS........	$
B. FROM STUDENT'S ASSETS........	
C. FROM STUDENT'S SUMMER EARNINGS........	
D. FROM VETERANS BENEFITS........	
E. FROM SOCIAL SECURITY BENEFITS........	
F. FROM OTHER SOURCES........	
TOTAL........	

(DO NOT WRITE IN THIS SPACE)

STUDENT APPLICANT (PLEASE PRINT) LAST NAME FIRST NAME MIDDLE NAME

Part II

In the space below explain all circled items and any special family circumstances the college should know.

Parents' Certification and Authorization

We declare that the information reported on this form, to the best of our knowledge and belief, is true, correct, and complete. We authorize transmittal of this form to the colleges and agencies named in Item 3 and its use by the College Scholarship Service (CSS) as described in the *Instructions*. The CSS or any of the colleges and agencies named to receive copies of this form have our permission to verify the information reported. If requested, we agree to send to the CSS, or to any college or agency named to receive a copy of this form, an official photostatic copy of our latest federal income tax return obtained from the appropriate district office of the United States Internal Revenue Service.

Signatures of both parents (or guardian) ______________________

______________________ *Date* ______________________

D57P2000 • 267036

ACT FAMILY FINANCIAL STATEMENT

Confidential

For students entering college in the 1968-69 academic year

SIDE 1

NOTE: *DO NOT USE THIS FORM AFTER SEPTEMBER 1, 1968.*

THE AMERICAN COLLEGE TESTING PROGRAM

FOR OFFICE USE ONLY 12 1 2 3 4 5 6 7 8 9 0

DIRECTIONS: *Read carefully before completing this form.*

TO THE APPLICANT FOR FINANCIAL AID:

This Family Financial Statement (FFS) is designed for you to report relevant information about your financial situation to the colleges and scholarship agencies of your choice. **IT IS NOT AN APPLICATION FOR FINANCIAL AID.** A separate application for financial aid must be filed with the college or scholarship agency. Application forms are obtained from the college or scholarship agency. In order that you may complete this form accurately, please follow these directions carefully:

1. You and your parents should work together in completing this form. You should have two copies of the FFS. Please use one as a work/file copy.

2. Read all items carefully before completing the information requested. (Disregard the printed colored numbers. They are used by ACT in processing this form.)

3. Please print or type, using capital letters, one letter or number in each box. Abbreviate when necessary. Answer completely all items that pertain.

4. Items headed by the words "Father", "Mother", or "Parents" refer to the persons upon whom the applicant is dependent (i.e.), Father, Stepfather, or Male Guardian; Mother, Stepmother, or Female Guardian.) For example, an applicant, whose parents are divorced and who is living with his Stepfather and Mother, will report financial information of the Stepfather and Mother under the headings of Father and Mother.

5. The FFS is designed for reporting information concerning a variety of financial situations. Therefore, some of the items may not apply to you. On Side 1 please leave these items blank; on Side 2 follow the instructions at the top.

6. Be sure this form is properly signed, bottom, Side 2, after it has been completed.

7. Return this form with appropriate fee (see Block G, Side 2). Send check or money order only, payable American College Testing Program, to:

   Financial Aid Services
   American College Testing Program
   P. O. Box 1000
   Iowa City, Iowa 52240

The information you include on this form will be considered confidential and will be sent only to the colleges and scholarship agencies you have listed. Please remember that colleges and agencies are impressed by complete and accurate information. They sometimes set aside incomplete documents because they do not have time to follow them up.

STATE CODE

Ala.	01
Alaska	02
Ariz.	03
Ark.	04
Calif.	05
Colo.	06
Conn.	07
Del.	08
D.C.	09
Fla.	10
Ga.	11
Hawaii	12
Idaho	13
Ill.	14
Ind.	15
Iowa	16
Kans.	17
Ky.	18
La.	19
Maine	20
Md.	21
Mass.	22
Mich.	23
Minn.	24
Miss.	25
Mo.	26
Mont.	27
Nebr.	28
Nev.	29
N.H.	30
N.J.	31
N. Mex.	32
N.Y.	33
N.C.	34
N. Dak.	35
Ohio	36
Okla.	37
Oreg.	38
Pa.	39
R.I.	40
S.C.	41
S. Dak.	42
Tenn.	43
Tex.	44
Utah	45
Vt.	46
Va.	47
Wash.	48
W. Va.	49
Wis.	50
Wyo.	51
Canada	53
All Other	55

A

22 **Name of Applicant:** (LAST NAME FIRST) (ONE CHARACTER PER BOX)

41 **Home Address of Applicant:** (NUMBER AND STREET) (ONE CHARACTER PER BOX)

18 **Has Applicant Written ACT Test Battery?** YES ☐ 1 NO ☐ 2

If Yes, WHEN?
1. ☐ OCT. 2. ☐ NOV. 3. ☐ DEC. 4. ☐ FEB. 5. ☐ APRIL 6. ☐ MAY 7. ☐ JUNE 8. ☐ AUG.
1 ☐ 1968 2 ☐ 1967 3 ☐ 1966 4 ☐ BEFORE 1966

3 **Social Security Number:** ___ - ___ - ___

58 **Name of City:**

74 **State:** (Find Code at Right)

76 **Zip Code:**

12 **Applicant's Birth Date:** MO. DAY YR.

21 **Sex:** ☐ M 1 ☐ F 2

22 **Applicant's Marital Status:** ☐ SINGLE 1 ☐ MARRIED 2 ☐ DIVORCED 3 ☐ SEPARATED 4 ☐ WIDOWED 5

IF APPLICANT IS MARRIED, PLEASE COMPLETE:

Number of Children: ____ 23

Is Spouse a Full-time Student? YES ☐ 1 NO ☐ 2

26 **If Yes, WHEN Will Spouse Graduate?** 1 ☐ 1968 2 ☐ 1969 3 ☐ 1970 4 ☐ 1971 OR LATER

THE QUESTIONS BELOW PERTAIN TO THE APPLICANT'S FINANCIAL SUPPORT:

Are Parents Currently Contributing to Applicant's Support (ROOM, BOARD, MONEY ETC.)? 1 ☐ YES 2 ☐ NO 27

28 **If Not, WHEN Did They Last Contribute?**
1 ☐ AFTER SEPT., 1967
2 ☐ SEPT., '66 TO SEPT., '67
3 ☐ SEPT., '65 TO SEPT., '66
4 ☐ BEFORE SEPT., 1965

Will Applicant Receive, in the 1968-69 Academic Year . . .

29 **G.I. Bill Benefits:** .... YES ☐ 1 NO ☐ 2 @ $ ______ 30 **Per Month**

33 **Social Security Benefits:** .... YES ☐ 1 NO ☐ 2 @ $ ______ 34 **Per Month**

B

37 **Marital Status of Applicant's Natural Parents:**
1 ☐ MARRIED
2 ☐ DIVORCED
3 ☐ SEPARATED
4 ☐ WIDOWED
5 ☐ BOTH DECEASED

38 **Applicant Lives with (check all that apply):**
1 ☐ FATHER 2 ☐ MOTHER
3 ☐ STEPFATHER
4 ☐ STEPMOTHER
5 ☐ MALE GUARDIAN
6 ☐ FEMALE GUARDIAN
7 ☐ NONE OF ABOVE (SELF-SUPPORTING)
8 ☐ NONE OF ABOVE (WARD OF STATE)

Father's Age ______ 42 **Occupation (check all that apply):** 40
A ☐ WAGE EARNER · B ☐ SALARIED · C ☐ COMMISSION · D ☐ DRAW + COMM.
E ☐ SOLE PROPRIETOR · F ☐ BUSINESS PARTNER · G ☐ FAMILY CORP. · H ☐ FARM OWNER
I ☐ FARM TENANT · J ☐ MILITARY · K ☐ RETIRED · L ☐ DISABLED
M ☐ UNEMPLOYED · O ☐ OTHER

Mother's Age: ______ 47 **Occupation (check all that apply):** 45
A ☐ WAGE EARNER · B ☐ SALARIED · C ☐ COMMISSION · D ☐ DRAW + COMM.
E ☐ SOLE PROPRIETOR · F ☐ BUSINESS PARTNER · G ☐ FAMILY CORP. · H ☐ FARM OWNER
I ☐ FARM TENANT · J ☐ MILITARY · K ☐ RETIRED · L ☐ DISABLED
M ☐ UNEMPLOYED · N ☐ HOUSEWIFE · O ☐ OTHER

Number of Children (NOT INCLUDING APPLICANT) **to be Claimed as Dependents on Parents' 1968 Federal Tax Return . . .**

In College, Fall, 1968: ______ 50 **Not in College, Fall, 1968:** ______ 52

Number of Other Dependents (NOT INCLUDING APPLICANT OR PARENTS) **to be Claimed on Parents' 1968 Federal Income Tax Return:** ______ 54

GO TO SIDE 2

2 SIDE 2

IMPORTANT: PLEASE READ CAREFULLY AND FOLLOW THE DIRECTIONS

1. To complete Side 2 of the FFS, 1966 and 1967 copies of your federal income tax returns will be needed. If 1967 return has not been filed, please provide best estimates.
2. Please estimate gross income for 1968 and list number of exemptions that will be claimed for the 1968 tax year.
3. Your tax form will be one of two kinds. Check and see if it is Form 1040 or 1040A and then copy from the correct lines as indicated in the headings.
4. Round all figures to the nearest dollar. For example, $6,083.67 will be listed as $6,084. Do not include cents.
5. This FFS was designed to report information about a variety of financial situations. Therefore, some of the items may not apply to you. On this side of the FFS, draw a line through these boxes so that we know you have not overlooked them. Example:

EXAMPLE

FATHER	6	0	4	0
MOTHER	—			
APPLICANT		2	5	0
SPOUSE	—			

C

1966 INCOME INFORMATION 12 23 — **1967 INCOME INFORMATION** 31 42 — **1968** 50

	1966 From Income Tax Form: 1040 / LINE 9 OR 1040A / LINE 7 Total Income:	1966 LINE 12 OR LINE 8 Income Tax:	1966 LINE 4 OR LINE 15 Exemp.	1966 Non-Taxable Income: Source (Check all that apply) Amount	Social Security	Veteran's Benefits	Sick Pay	Pensions	Child Support	Depend. Allowance	Earnings on Non-Tax Bonds	Value of Rent-Free Housing	Other	1967 From Income Tax Form: 1040 / LINE 9 OR 1040A / LINE 7 Total Income:	1967 LINE 12 OR LINE 8 Income Tax:	1967 LINE 4 OR LINE 15 Exemp.	1967 Non-Taxable Income: Source (Check all that apply) Amount	Social Security	Veteran's Benefits	Sick Pay	Pensions	Child Support	Depend. Allowance	Earnings on Non-Tax Bonds	Value of Rent-Free Housing	Other	1968 Estimate of 1968 Gross Income (taxable & non-tax)	Number of Exemptions to be Claimed
FATHER																												
MOTHER																												
APPLICANT																												
SPOUSE																												

D

	For What Year was an Income Tax Return last Filed? (Check One) 57: 1967	1966	Before 1966	Never	From Income Tax Form 1040, Part II: LINE 3 Schedule B: 58	LINE 4 Business Income: (SCHEDULE C) 63	LINE 5 Sale or Exchange of Property: (SCHEDULE D) 68	LINE 6 Farm Income: (SCHEDULE F) 73	Did You File a Schedule G? YES	NO	IF YOU OWN A FARM OR BUSINESS: Value of Farm or Business:	Debt of Farm or Business:	Your Share(%) of Farm or Business	IF FARM, How Many Acres Tilled?	Gross Earnings of Farm or Business:	Amount of Depreciation Claimed Last Tax Year:	Type of Farm	Type of Business
FATHER									12	13								
MOTHER									45	46								
APPLICANT									12	13								
SPOUSE									45	46								

E

PERSONAL ASSETS (do not include assets or debts listed above)

	STATE EXACT VALUE: Savings Account:	Current Market Value of Investments (Stocks Bonds, Etc.)	FIGURES TO NEAREST $1000 SATISFACTORY: Current Market Value of Home:	Unpaid Mortgage on Home:	Fire Insurance:	Other Real Estate:	Unpaid Mortgage on Other Real Estate:	Debts:	Value of Trusts:
PARENTS 12		23							
APPLICANT AND SPOUSE 37		48							

CODE NUMBERS—FARM

1. GRAIN
2. COTTON
3. TOBACCO
4. LIVESTOCK
5. DAIRY
6. POULTRY
7. TRUCK
8. FRUIT
9. OTHER

CODE NUMBERS—BUSINESS

1. RETAIL SALES
2. WHOLESALE SALES
3. PROFESSIONAL (Physician, Dentist, Lawyer, etc.)
4. MANUFACTURING
5. SERVICE
6. TRANSPORTATION
7. FINANCE/INSURANCE
8. OTHER

F

OTHER INFORMATION

?

This form is designed to transmit essential information to the college(s) and scholarship agency(ies) selected by the student. If the answers in this form fail to describe adequately your family situation, you should write to the college(s) or agency(ies) informing them of any unusual circumstances. Please check here if you will write such a letter.

YES ☐ 1 NO ☐ 2

62

G

LIST ACT CODE NUMBER (see ACT Student Registration Manual) For Institutions You Wish to Receive This Report

FEE: $2.00 FOR EACH TWO REPORTS

ONE	TWO	$2	THREE	FOUR	$4	FIVE	SIX	$6	SEVEN	EIGHT	$8

H

PLEASE READ THIS STATEMENT

We certify that to the best of our knowledge the information contained in this statement is correct and complete. We authorize the American College Testing Program to transmit this information to the colleges or agencies indicated and agree that they have our permission to verify it. We also agree to the release of copies of our Federal Income Tax Returns to the American College Testing Program or to any of the colleges or agencies herein.

DATE: ______ (MONTH) 63 (DAY) 65 (YEAR) 67

SIGN HERE

______ 69
FATHER, STEPFATHER, OF MALE GUARDIAN

______ 70
MOTHER, STEPMOTHER, OR FEMALE GUARDIAN

______ 71
APPLICANT

______ 72
SPOUSE

Return this form to:

FINANCIAL AID SERVICES
OF THE AMERICAN COLLEGE TESTING PROGRAM
P.O. BOX 1000
IOWA CITY
IOWA
52240

COLLEGE SCHOLARSHIP SERVICE

Parents' Confidential Statement–Supplement Section
Academic Year 1968-1969

(Do Not Send To CSS After September 1, 1968)

GENERAL INFORMATION

The Supplement Section of the Parents' Confidential Statement (PCS) is to be completed by parents who own a business or who are farm or ranch owners, operators, or tenants. The Supplement (A for business owners, B for farmers or ranchers) must be returned to the College Scholarship Service (CSS). You can avoid delay in complete and accurate reporting to the colleges and agencies by including the Supplement *with* Parts I and II. If you have already submitted Parts I and II, send the Supplement to the CSS office where you filed them. The correct address may be found at the bottom of this page.

Instructions for Completing PCS Supplement A

Complete the work sheet of Supplement A before transferring your entries to the copy that is to be submitted to the CSS. It is suggested that you use current and past federal income tax returns for reference in completing the Supplement.

In the case of partnerships or corporations where items are not readily separable as to ownership, indicate the total amounts in the spaces provided, and then report your percentage share and amount of ownership in the appropriate spaces. The expenses listed on this Supplement should not be included in Item 9 on Part I of the Parents' Confidential Statement.

Business Assets and Indebtedness

Current Assets: Add the cash in your business account, cash value of inventories, and other current assets. This total is to be entered on Line D.

Subtract any reserve for bad debts from notes and accounts receivable. Enter difference on Line G.

Total current assets are then listed by adding Lines D and G.

Fixed Assets: List all buildings and land associated with this business. If your home is physically a part of the business establishment, do not include the value of the dwelling.

Add present market value of equipment, land and buildings, and other fixed assets. This total is to be entered on Line L. Subtract the listed reserve for depreciation from this total and enter difference on Line N. Add Line H and Line N and enter this figure on Line O.

Indebtedness: Add business accounts and notes payable, accrued business expenses, and any mortgage against the business property. Enter this total on Line S.

Indicate your share of the total net capital value of the business (Line T) on Line U. Express this as your percentage of ownership on Line V.

Operating Income and Expenses

Enter the amounts for the various entries listed, giving specific sources of gross income and business expenses as requested. If parents receive a salary or drawing account from the business, the total amount should be listed on the Supplement and entered in Item 7 on Part I in the column headed "Total 1967."

Subtract entry on Line X from that on Line W and indicate this as "Net Income from Business, 1967." Enter your share (the percentage and dollar value) of this amount. Transfer this amount to Item 8 on Part I in the column headed "Total 1967."

Using the same procedure as given above for computing "Net Income from Business, 1967," compute "Net Income from Business, 1966" and enter this figure on Line Z.

COLLEGE SCHOLARSHIP SERVICE
Box 176, Princeton, New Jersey 08540
Box 881, Evanston, Illinois 60204 • Box 1025, Berkeley, California 94701

Instructions for Completing PCS Supplement B

Complete the work sheet of Supplement B before transferring your entries to the copy that is to be submitted to the CSS. It is suggested that you use current and past federal income tax returns for reference in completing the Supplement.

In the case of partnerships or corporations where items are not readily separable as to ownership, indicate the total amounts in the spaces provided, and then report your percentage share and amount of ownership in the appropriate spaces.

Section I. *Location and Description of Farm*

Describe the location of your farm in the spaces provided. If you own farms other than the one described in this section, describe the location and acreage of each on a separate sheet. Use the present local market value of your farm acreage to indicate a per-acre value and list the principal income-producing products from your farm enterprise (i.e., dairy, beef, hogs, grain, etc.). If your farm is a partnership or a corporation, indicate this information as well as your percentage of ownership.

Section II. *Farm Value: Inventory of Farm Assets*

Report the number and present market value of all farm assets you own or are purchasing.

If your home is located on your farm, be sure to include it on Line 1 in the value of your land and building.

Report the present market value of your farm machinery and equipment at its purchase price minus the depreciation taken against it. Federal income tax Form 1040-F, PartV,will be helpful in determining this amount.

In listing the numbers of your livestock, grain inventories, and other farm assets, you should estimate as accurately as possible their current market value in the spaces provided.

Section III. *Farm Indebtedness*

The indebtedness items in Section III pertain only to your farm operation, not to personal debts. Enter current total amount owed in the column headed "Current Debts" and then indicate the amount of payment (principal plus interest) which will be made against each item during 1968.

Section IV. *Farm Income*

Report your farm income and expenses for each of the years indicated in the columns in Section IV. This information can be taken from Part IV of your federal income tax form 1040-F. For any of the years for which the federal income tax returns have not been completed, estimate the information as accurately as possible using your farm records.

Note: If farm income is reported on the accrual basis, the required information for this section can be found in Part VII, federal income tax Form 1040-F. In this case, you should disregard Items 1 and 2 in Section IV on Supplement B, and begin your entries by listing Gross Profits.

The net amount of gains and losses from sales or exchanges of livestock and farm machinery (Item 9) can be transferred from the federal income tax Form 1040-D. Report all gains or losses at their full amount. Do not include other property sales or exchanges reported on 1040-D.

Calculate "Estimated 1968 Farm Income" in Item 11 of Section IV by averaging the total farm income entries for 1965, 1966, and 1967. This figure is to be transferred to Item 8 on Part I of the PCS under the column headed "Estimated 1968."

Do not include farm expenses as part of business expenses in Item 9 on Part I.

Section V. *Farm Benefits*

Describe your family dwelling arrangement by checking one of the three items in Section V.

Check whether or not your family receives from your farm any of the products listed in Item 2.

Supplement B

To be completed by farm or ranch owners, operators, or tenants

WORK SHEET

Read instructions carefully before completing this form

STUDENT APPLICANT	LAST NAME	FIRST NAME	MID. INIT.	SEX (1) ☐ M (2) ☐ F	DATE OF BIRTH MO. DAY YEAR	SOCIAL SECURITY NUMBER

LIST COLLEGES AND AGENCIES TO WHICH COPIES OF THIS FORM ARE TO BE SENT. (CHECK HERE IF YOU LIST MORE THAN FOUR) ☐

NAME	CITY	STATE	CSS USE ONLY	NAME	CITY	STATE	CSS USE ONLY

I. LOCATION AND DESCRIPTION OF FARM:

1. LOCATED IN THE TOWNSHIP OF________ IN THE COUNTY OF________ IN THE STATE OF________

ON________ROAD________MILES________ (DIRECTION) FROM NEAREST CITY OR TOWN, WHICH IS________

2. TOTAL ACRES OWNED________ PRESENT MARKET VALUE PER ACRE $________

3. NUMBER OF ACRES:

	OWNED	RENTED FROM OTHERS	RENTED TO OTHERS
TILLABLE........			
NONTILLABLE PASTURE.........			
WOODLAND AND WASTE...........			
TOTAL.........			

4. NUMBER OF ACRES:

IN TRUCK CROPS	IN PRODUCTIVE ORCHARDS	UNDER IRRIGATION

5. PRINCIPAL PRODUCTS:

____

____

____

6. YOUR FARM BUSINESS IS (CHECK ONE):

☐ A PARTNERSHIP ☐ A CORPORATION

PERCENT OF YOUR OWNERSHIP________%

II. FARM VALUE: INVENTORY OF FARM ASSETS AS OF________ MONTH YEAR

	NUMBER	PRESENT MARKET VALUE
1. LAND AND BUILDINGS..........................		$
2. FARM MACHINERY AND EQUIPMENT*............		
3. BEEF CATTLE..................................		
4. DAIRY CATTLE.................................		
5. HOGS..		
6. SHEEP...		
7. POULTRY (SIZE OF FLOCK).....................		
8. GRAIN (BUSHELS)..............................		
9. HAY AND STRAW (BALES).......................		
10. OTHER FARM PRODUCTS ON HAND:		
11. OTHER FARM ASSETS:		
12. ACCOUNTS RECEIVABLE..		
13. TOTAL FARM VALUE..		$

*COMPUTE AT ORIGINAL COST MINUS DEPRECIATION

III. FARM INDEBTEDNESS AS OF________ MONTH YEAR

	CURRENT DEBTS	PAYMENT DUE IN 1968*
1. MORTGAGES ON FARM...............	$	$
2. NOTES PAYABLE TO BANKS..............		
3. NOTES PAYABLE TO PCA.................		
4. NOTES PAYABLE TO INDIVIDUALS.........		
5. BALANCES OWED ON FARM MACHINERY AND EQUIPMENT.....		
6. FARM CHARGE ACCOUNTS OWED (FEED, FERTILIZER, ETC.).............		
7. OTHER FARM DEBTS (SPECIFY):		
8. TOTAL FARM INDEBTEDNESS.......	$	$

*INCLUDE PRINCIPAL AND INTEREST IN ENTRIES

DETACH AND RETAIN FOR YOUR RECORDS

IV. FARM INCOME:

THE ENTRIES BELOW CAN BE TRANSFERRED FROM PART IV, FEDERAL INCOME TAX FORM 1040-F (IF ON THE ACCRUAL BASIS, TAKE FROM PART VII, 1040-F)

	1965	1966	1967
1. SALE OF LIVESTOCK, PRODUCE RAISED, AND OTHER FARM INCOME....................................	$	$	$
2. PROFIT (OR LOSS) ON SALE OF PURCHASED LIVESTOCK AND OTHER PURCHASED ITEMS.....................			
3. GROSS PROFITS—ADD (ITEMS 1 AND 2)..............			
4. FARM EXPENSES.................................			
5. DEPRECIATION..................................			
6. OTHER FARM DEDUCTIONS.........................			
7. TOTAL DEDUCTIONS—ADD (ITEMS 4, 5, AND 6)........			
8. NET FARM PROFIT—SUBTRACT (ITEM 7) FROM (ITEM 3)			
9. NET CAPITAL GAINS OR LOSSES FROM THE SALES OR EXCHANGES OF LIVESTOCK AND FARM MACHINERY (LIVESTOCK AND FARM MACHINERY SHARE OF AMOUNTS ON FEDERAL INCOME TAX FORM 1040-D)...			
10. TOTAL FARM INCOME—ADD (ITEMS 8 AND 9).........	$	$	$

11. ESTIMATED 1968 FARM INCOME $________ (AVERAGE OF 1965, 1966, AND 1967 TOTALS IN ITEM 10)

NOTE: ENTER ESTIMATED 1968 FARM INCOME IN ITEM 8 ON PART I OF THE PCS.

V. FARM BENEFITS:

1. FAMILY DWELLING (CHECK ONE):

☐ OWN HOUSE

☐ CASH-RENT HOUSE

☐ RENT-FREE TENANT HOUSE

2. DOES YOUR FAMILY RECEIVE ANY OF THE FOLLOWING PRODUCTS FROM YOUR FARM?

MILK ☐ YES ☐ NO

BEEF ☐ YES ☐ NO

PORK ☐ YES ☐ NO

SIGNATURES OF BOTH PARENTS (OR GUARDIAN) ________

____

DATE________

Supplement B **(Do not send to CSS after September 1, 1968)**

To be completed by farm or ranch owners, operators, or tenants

Submit this form after transferring information from work sheet

STUDENT APPLICANT	LAST NAME	FIRST NAME	MID. INIT.	SEX (1) ☐ M (2) ☐ F	DATE OF BIRTH MO. DAY YEAR	SOCIAL SECURITY NUMBER

LIST COLLEGES AND AGENCIES TO WHICH COPIES OF THIS FORM ARE TO BE SENT. (CHECK HERE IF YOU LIST MORE THAN FOUR) ☐

NAME	CITY	STATE	CSS USE ONLY	NAME	CITY	STATE	CSS USE ONLY

I. LOCATION AND DESCRIPTION OF FARM:

1. LOCATED IN THE TOWNSHIP OF________ IN THE COUNTY OF________ IN THE STATE OF________
   ON________ ROAD________ MILES________ (DIRECTION) FROM NEAREST CITY OR TOWN, WHICH IS________
2. TOTAL ACRES OWNED________ PRESENT MARKET VALUE PER ACRE $________
3. NUMBER OF ACRES:

	OWNED	RENTED FROM OTHERS	RENTED TO OTHERS
TILLABLE........			
NONTILLABLE PASTURE.........			
WOODLAND AND WASTE...........			
TOTAL.........			

4. NUMBER OF ACRES:

IN TRUCK CROPS	IN PRODUCTIVE ORCHARDS	UNDER IRRIGATION

5. PRINCIPAL PRODUCTS:

____

____

____

6. YOUR FARM BUSINESS IS (CHECK ONE):
   ☐ A PARTNERSHIP ☐ A CORPORATION
   PERCENT OF YOUR OWNERSHIP________%

II. FARM VALUE: INVENTORY OF FARM ASSETS AS OF________ MONTH YEAR

	NUMBER	PRESENT MARKET VALUE
1. LAND AND BUILDINGS..........................		$
2. FARM MACHINERY AND EQUIPMENT*............		
3. BEEF CATTLE..................................		
4. DAIRY CATTLE..................................		
5. HOGS..		
6. SHEEP..		
7. POULTRY (SIZE OF FLOCK)......................		
8. GRAIN (BUSHELS)...............................		
9. HAY AND STRAW (BALES).........................		
10. OTHER FARM PRODUCTS ON HAND:		
11. OTHER FARM ASSETS:		
12. ACCOUNTS RECEIVABLE..................................		
13. TOTAL FARM VALUE..		$

*COMPUTE AT ORIGINAL COST MINUS DEPRECIATION

III. FARM INDEBTEDNESS AS OF________ MONTH YEAR

	CURRENT DEBTS	PAYMENT DUE IN 1968*
1. MORTGAGES ON FARM...............	$	$
2. NOTES PAYABLE TO BANKS...............		
3. NOTES PAYABLE TO PCA.................		
4. NOTES PAYABLE TO INDIVIDUALS.........		
5. BALANCES OWED ON FARM MACHINERY AND EQUIPMENT.....		
6. FARM CHARGE ACCOUNTS OWED (FEED, FERTILIZER, ETC.)...............		
7. OTHER FARM DEBTS (SPECIFY):		
8. TOTAL FARM INDEBTEDNESS.......	$	$

*INCLUDE PRINCIPAL AND INTEREST IN ENTRIES

IV. FARM INCOME:

THE ENTRIES BELOW CAN BE TRANSFERRED FROM PART IV, FEDERAL INCOME TAX FORM 1040-F (IF ON THE ACCRUAL BASIS, TAKE FROM PART VII, 1040-F)

	1965	1966	1967
1. SALE OF LIVESTOCK, PRODUCE RAISED, AND OTHER FARM INCOME..................................	$	$	$
2. PROFIT (OR LOSS) ON SALE OF PURCHASED LIVESTOCK AND OTHER PURCHASED ITEMS.....................			
3. GROSS PROFITS—ADD (ITEMS 1 AND 2)...............			
4. FARM EXPENSES..................................			
5. DEPRECIATION..................................			
6. OTHER FARM DEDUCTIONS..........................			
7. TOTAL DEDUCTIONS—ADD (ITEMS 4, 5, AND 6)........			
8. NET FARM PROFIT—SUBTRACT (ITEM 7) FROM (ITEM 3)			
9. NET CAPITAL GAINS OR LOSSES FROM THE SALES OR EXCHANGES OF LIVESTOCK AND FARM MACHINERY (LIVESTOCK AND FARM MACHINERY SHARE OF AMOUNTS ON FEDERAL INCOME TAX FORM 1040-D)...			
10. TOTAL FARM INCOME—ADD (ITEMS 8 AND 9).........	$	$	$

11. ESTIMATED 1968 FARM INCOME $________ (AVERAGE OF 1965, 1966, AND 1967 TOTALS IN ITEM 10)
    NOTE: ENTER ESTIMATED 1968 FARM INCOME IN ITEM 8 ON PART I OF THE PCS.

V. FARM BENEFITS:

1. FAMILY DWELLING (CHECK ONE):
   ☐ OWN HOUSE
   ☐ CASH-RENT HOUSE
   ☐ RENT-FREE TENANT HOUSE
2. DOES YOUR FAMILY RECEIVE ANY OF THE FOLLOWING PRODUCTS FROM YOUR FARM?
   MILK ☐ YES ☐ NO
   BEEF ☐ YES ☐ NO
   PORK ☐ YES ☐ NO

SIGNATURES OF BOTH PARENTS (OR GUARDIAN) ________

____

DATE________

Supplement A

To be completed by owners of businesses

(Do not send to CSS after September 1, 1968)

Submit this form after transferring information from work sheet

[ST]UDENT APPLICANT	LAST NAME	FIRST NAME	MID. INIT.	SEX (1) ☐ M (2) ☐ F	DATE OF BIRTH MO. DAY YEAR	SOCIAL SECURITY NUMBER

LIST COLLEGES AND AGENCIES TO WHICH COPIES OF THIS FORM ARE TO BE SENT. (CHECK HERE IF YOU LIST MORE THAN FOUR) ☐

NAME	CITY	STATE	CSS USE ONLY	NAME	CITY	STATE	CSS USE ONLY

NAME OF PARENT'S BUSINESS

BUSINESS PRODUCT OR SERVICE

TYPE OF BUSINESS (CHECK ONE) ☐ CORPORATION ☐ PARTNERSHIP ☐ INDIVIDUAL PROPRIETOR

ADDRESS OF BUSINESS STREET CITY STATE

STATEMENT OF BUSINESS ASSETS AND INDEBTEDNESS AS OF .... MONTH YEAR

ENTRIES BELOW SHOULD NOT REPEAT INFORMATION GIVEN IN ITEMS 13, 14, 15, 16, OR 17 ON PART I OF THE PCS.

CURRENT ASSETS:

A. CASH (BUSINESS ACCOUNT ONLY) .... $______
[B]. INVENTORIES .... ______
[C]. OTHER CURRENT ASSETS .... ______
D. TOTAL (LINES A, B, C) .... $______
E. NOTES AND ACCOUNTS RECEIVABLE .... $______
F. RESERVE FOR BAD DEBTS .... ______
G. SUBTRACT (LINE F) FROM (LINE E) .... ______
H. TOTAL CURRENT ASSETS (LINE D) PLUS (LINE G) .... $______

FIXED ASSETS:

I. EQUIPMENT .... $______
J. LAND AND BUILDINGS .... ______
K. OTHER FIXED ASSETS .... ______
L. TOTAL (LINES I, J, K) .... $______
M. RESERVE FOR DEPRECIATION .... ______
N. SUBTRACT (LINE M) FROM (LINE L) .... ______
O. TOTAL VALUE (LINE H) PLUS (LINE N), ENTER THIS FIGURE HERE .... $______

INDEBTEDNESS:

P. ACCOUNTS AND NOTES PAYABLE .... $______
Q. ACCRUED EXPENSES, ETC. .... ______
[R]. MORTGAGE (BUSINESS ONLY) .... ______
[S]. TOTAL INDEBTEDNESS (LINES P, Q, R), ENTER THIS FIGURE HERE .... $______
T. TOTAL NET CAPITAL VALUE, SUBTRACT (LINE S) FROM (LINE O) .... $______
U. YOUR SHARE OF THE TOTAL NET CAPITAL VALUE OF BUSINESS AS LISTED ON LINE T .... $______
V. EXPRESS ENTRY MADE ON LINE U AS A PERCENTAGE OF OWNERSHIP ENTER THIS PERCENTAGE FIGURE HERE .... ______%

OPERATING INCOME AND EXPENSES OF BUSINESS FOR CALENDAR YEAR 1967

GROSS INCOME (SPECIFY SOURCES):

.... $______
.... ______
.... ______
.... ______

W. TOTAL INCOME .... $______

EXPENSES (SPECIFY SOURCES):

NUMBER OF NON-FAMILY EMPLOYEES ☐

YOUR WAGES OR DRAWING ACCOUNT. $______
WAGES PAID TO OTHER FAMILY MEMBERS .... ______
WAGES PAID TO NON-FAMILY EMPLOYEES .... ______
RENT .... ______
OTHER .... ______
.... ______
.... ______
.... ______
DEPRECIATION (1967 ONLY) .... ______
X. TOTAL EXPENSES .... $______

NET INCOME FROM BUSINESS, 1967:

SUBTRACT (LINE X) FROM (LINE W) .. $______
OF WHICH YOUR SHARE IS .... ______%
Y. OR .... $______

ENTRY ON LINE Y SHOULD BE INCLUDED IN ITEM 8 AND EXPLAINED ON PART II OF THE PCS.

NET INCOME FROM BUSINESS, 1966:

Z. NET INCOME .... $______

SIGNATURES OF BOTH PARENTS (OR GUARDIAN) ______

______

DATE ______

Supplement A

To be completed by owners of businesses

WORK SHEET

Read instructions carefully before completing this form

STUDENT APPLICANT	LAST NAME	FIRST NAME	MID. INIT.	SEX (1) M (2) F	DATE OF BIRTH MO. DAY YEAR	SOCIAL SECURITY NUMBER

LIST COLLEGES AND AGENCIES TO WHICH COPIES OF THIS FORM ARE TO BE SENT. (CHECK HERE IF YOU LIST MORE THAN FOUR) ☐

NAME	CITY	STATE	CSS USE ONLY	NAME	CITY	STATE	CSS USE ONLY

NAME OF PARENT'S BUSINESS

BUSINESS PRODUCT OR SERVICE

TYPE OF BUSINESS (CHECK ONE) ☐ CORPORATION ☐ PARTNERSHIP ☐ INDIVIDUAL PROPRIETOR

ADDRESS OF BUSINESS — STREET — CITY — STATE

STATEMENT OF BUSINESS ASSETS AND INDEBTEDNESS AS OF .... MONTH YEAR

ENTRIES BELOW SHOULD NOT REPEAT INFORMATION GIVEN IN ITEMS 13, 14, 15, 16, OR 17 ON PART I OF THE PCS.

CURRENT ASSETS:

A. CASH (BUSINESS ACCOUNT ONLY) .... $______

B. INVENTORIES .... ______

C. OTHER CURRENT ASSETS .... ______

D. TOTAL (LINES A, B, C) .... $______

E. NOTES AND ACCOUNTS RECEIVABLE .... $______

F. RESERVE FOR BAD DEBTS .... ______

G. SUBTRACT (LINE F) FROM (LINE E) .... ______

H. TOTAL CURRENT ASSETS (LINE D) PLUS (LINE G) .... $______

FIXED ASSETS:

I. EQUIPMENT .... $______

J. LAND AND BUILDINGS .... ______

K. OTHER FIXED ASSETS .... ______

L. TOTAL (LINES I, J, K) .... $______

M. RESERVE FOR DEPRECIATION .... ______

N. SUBTRACT (LINE M) FROM (LINE L) .... ______

O. TOTAL VALUE (LINE H) PLUS (LINE N), ENTER THIS FIGURE HERE .... $______

INDEBTEDNESS:

P. ACCOUNTS AND NOTES PAYABLE .... $______

Q. ACCRUED EXPENSES, ETC. .... ______

R. MORTGAGE (BUSINESS ONLY) .... ______

S. TOTAL INDEBTEDNESS (LINES P, Q, R), ENTER THIS FIGURE HERE .... $______

T. TOTAL NET CAPITAL VALUE, SUBTRACT (LINE S) FROM (LINE O) .... $______

U. YOUR SHARE OF THE TOTAL NET CAPITAL VALUE OF BUSINESS AS LISTED ON LINE T .... $______

V. EXPRESS ENTRY MADE ON LINE U AS A PERCENTAGE OF OWNERSHIP ENTER THIS PERCENTAGE FIGURE HERE .... ______%

DETACH AND RETAIN FOR YOUR RECORDS

OPERATING INCOME AND EXPENSES OF BUSINESS FOR CALENDAR YEAR 1967

GROSS INCOME (SPECIFY SOURCES):

.... $______

.... ______

.... ______

.... ______

W. TOTAL INCOME .... $______

EXPENSES (SPECIFY SOURCES):

NUMBER OF NON-FAMILY EMPLOYEES ☐

YOUR WAGES OR DRAWING ACCOUNT. $______

WAGES PAID TO OTHER FAMILY MEMBERS .... ______

WAGES PAID TO NON-FAMILY EMPLOYEES .... ______

RENT .... ______

OTHER .... ______

.... ______

.... ______

.... ______

DEPRECIATION (1967 ONLY) .... ______

X. TOTAL EXPENSES .... $______

NET INCOME FROM BUSINESS, 1967:

SUBTRACT (LINE X) FROM (LINE W) .. $______

OF WHICH YOUR SHARE IS .... ______%

Y. OR .... $______

ENTRY ON LINE Y SHOULD BE INCLUDED IN ITEM 8 AND EXPLAINED ON PART II OF THE PCS.

NET INCOME FROM BUSINESS, 1966:

Z. NET INCOME .... $______

SIGNATURES OF BOTH PARENTS (OR GUARDIAN) ______ ______

DATE ______

D67P625 · 267024

WILLIAM RAINEY HARPER COLLEGE

October 12, 1967

Re: VII New Business

B. Approval of construction of additional Central Receiving Area for Mechanical Design Shop.

This shop would contain the following programs:

A. Technical

1. Mechanical Design
   a. Machine Shop
   b. Heat Treating Equipment Lab
   c. Materials Testing Lab
   d. Welding
   e. Sheet Metal

2. Numerical Control
   a. Machine Shop
   b. Heat Treating Equipment
   c. Manufacturing Processes
   d. Sheet Metal Layout

3. Engineering
   a. Materials Testing Lab

B. Vocational

1. Machine Operator Training

2. Maintenance Training

3. Adult Courses in:
   a. Machine Shop
   b. Welding
   c. Sheet Metal Layout
   d. Numerical Control