2013

UA25 Finance & Administration

WKU Archives

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Administrative History: Duties carried out by the Registrar’s Office (UA45) from 1906-1923 then split off as Bursar’s Office.

Description: Unprocessed records created by the Office of Finance & Administration and its reporting offices:

Series 1. Financial Records
   Series 2. Human Resources

   Accounting
   Budget
   Bursar
   Controller
   Environment, Health & Safety
   Health Services
   Grant Accounting
   Payroll
   Purchasing / Accounts Payable (UA27)
   Shipping / Receiving
   Wellness Programs

Dates: 1906-present

Subject Analytics:
Banking
Checks
Employees
Expense accounts
Finance & Administration (WKU)
Video recording
Western Kentucky University

Accession Information: These records were transferred to the University Archives upon its creation.
Access Restrictions: This record group is unprocessed and must be reviewed for potential restricted materials before access is granted. Please contact the University Archivist prior to your visit.

Preferred Citation: UA25 Finance & Administration, WKU Archives, Bowling Green, Kentucky, USA.

# UA25. Finance & Administration

Unprocessed records created by the Office of Finance & Administration and its reporting offices:

<table>
<thead>
<tr>
<th>Series 1. Financial Records</th>
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<tbody>
<tr>
<td>Series 2. Human Resources</td>
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<tr>
<td>Accounting</td>
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<td>Wellness Programs</td>
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</tbody>
</table>

## Container List

<table>
<thead>
<tr>
<th>Container</th>
<th>Folder</th>
<th>Creator</th>
<th>Date</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box 1</td>
<td>1</td>
<td>WKU Registrar</td>
<td>1906-1907</td>
<td>Check Stubs</td>
</tr>
</tbody>
</table>

Description: Book of check stubs recording payments for recording deeds, regent's mileage, construction, individual salaries and other expenses.

Subjects: Accounting

Banking
Ledger book with index at beginning. Pages 54-99 and 179 to the end of the book are blank. The book has the following accounts:

Adams, Lou p. 134
Advertising & Printing
Alexander, J.R. p. 110
Appropriations
Archer, Nonia p. 178
Attorney fees
Bailey, William p. 156
Boat Excursion
Books, Stamps & Stationery
Cameron, A.B. p. 150
Cherry, Bessie p. 176
Cherry, H.H. p. 100
Clagett, J.H. p. 162
Commencement
Craig, W.J. p. 166
Crandall, Pearl p. 136
Crenshaw, Lydia p. 132
Crowe, S. Lucy p. 172
Deeds, Anna p. 174
Deposit
Discount
Dormitory - Bailey
Dormitory - Williams
Drake, Pauline p. 160
Egenhoff, Anna p. 122
Eggner, H.H. p. 126
Equipment
Expense - General
Expense - Laboratory
Expense - Regents
Expense - Sundry
Fayne, Josephine p. 130
Fees - Laboratory
Frazee, Laura p. 152
Frisbie Hall - Sundry
Fuel & Light
Fulton, C.W. p. 118
Gaines, Abbie p. 154
Gebhart, W.L. p. 116
Gilbert, V.A. p. 140
Green, R.P. p. 112
Guilliams, J.M. p. 108
Hill, Edd p. 138
Insurance
Kinnaman, A.J. p. 102
Leiper, M.A. p. 164
Loss & Gains
Lyon, Mabel p. 148
McLean, Mattie p. 124
Miller, A.C. p. 142
Mutchler, Fred p. 104
New Science Hall
Petty Cash
Piano Rent
Porter, Mary p. 158
Potter, Lucian p. 146
Real Estate
Reception Funds
Ledger labeled Student Ledger, however, contains names of faculty and staff as well as students. The book has an index at the front. Pages 169-175 and 196-end are blank. The following accounts are recorded in the ledger:

- Adams, Lou
- Alexander, J.R.
- Alexander, Susie
- Allen, Anna
- Allen, Elvet
- Allensworth, Jennie
- Anderson, ?
- Armbruster, F.
- Armstrong, Genie
- Ashby, C.P.
- Atwell, A.L.
- Bailey, C.W.
- Bailey, Willia
- Baker, Lettice
- Baskett, Mary
- Baucher, Orlando
- Beasley, ?
- Bennett, Jessie
- Bland, Donna
- Bland, Virginia
- Boatright, A.J.
- Bodine, I.L.
- Bond, Lura
- Bornitz, Clara
- Bortnott, D.W.
- Bosley, Audrey
- Bowen, L. Browder
- Bowen, Leilah
- Bowling Green Gas Light Company
- Bowling Green Home Telephone Company
- Boyd, Fred
- Boyd, Ova
Dodson, D.C.
Depp, Nettie
Donavan, H.S.
Donham, Kate
Dorill, Ethel
Douglas, Ethel
Downey, Mamie
Drake, Josephine
Due Bill Account
Duncan, Lizzie
Duncan, Willia
Dunnaway, Robbie
Durbin, Thomas
Duvall, Ida
Dye, A.J.
Egenhoff, Annie
Eggner, H.H.
Eli, H.B.
Ellis, Jennie
Ellis, Sue
Elrod, Harman
Fant, Helen
Faulkner, Sallie
Felts, Ada
Ford, Sallie
Ford, T.A.
Fox, Donnye
Franklin, ?
Freeman, Herley
Fulton, C.W.
Galloway, Helen
Gailyen, Fannie
Garrnder, Bertha
Gebhart, W.L.
Gehringer, Frank
Gibbs, Anna
Gibbs, T.R.
Gibson, George
Gilbert, V.O.
Gillihan, Jonathan
Glidewell, Mittie
Goldin, Otis
Gooch, Chester
Gossett, Ula
Gossom, Ernest
Gott, L.B.
Graham, Lillian
Gray, W.M.
Green, Leslie
Green, Nola
Green, R.P.
Grider, Rufus
Grimes, Nellie
Guffey, Hubert
Guffey, Logan
Guilliams, J.M.
Guthrie, Georgia
Guy, Minnie
Hadley, Walter
Ham, Nora
Hamilton, Pearl
Hannah, Belva
Harbourt, J.L.
Hardcastle, E.F.
Hardy, Carolyn
Harper, Grover
Harris, Selly
Harris, Tom
Harrison, Nora
Hartigan, Johnnie
Harvey, Hallie
Haws, Tennie
Hays, J.G.
Hays, Nannie
Hays, W.D.
Heal, Mabel
Henderson, Arvin
Henderson, Nina
Hendricks, L.
Henon, Lucy
Hensley, G.L.
Hicks, Carrie
Hicks, Mabel
Highbaugh, Leslie
Hill, Edward
Hill, Will
Hindman, Pearl
Hines, Marion
Hinton, B.O.
Hinton, Mame
Hollan, G.C.
Hollan, W.R.
Horn, L.G.
Home, Daisy
Howell, E.B.
Howell, Kate
Howton, Alonzo
Howton, Robert
Hudson, L.L.
Hughes, B.J.
Humble, ?
Humphrey, J.M.
Irvin, Nellie
Jarboe, Mary
Jeffries, Ella
Jesse French Piano & Organ Company
Jewell, Sallie
Johnson, Edgar
Joiner, Eugene
Jones, Charles
King, John
Kemper, North
Kinnaman, A.J.
Knott, Anna
King, Rosa
Kittrell, Martha
Laboratory Chemical Account
Laboratory Physiology Account
Lane, J.E.
Lanham, Frank
Latt, Bertie
Lawrence, W.T.
Lay, O.S.
Lay, O.T.
Layman, Alma
Layman, B.B.
Lee, Eunice
Lee, J.F.
Library Funds
Lockett, Bessie
Lockett, Catherine
Loy, Harvey
Luckett, Florence
Madison, Betsy
Marrow, S.W.
Marshall, ?
Martin, Clara
Martin, Dewitt
Martin, Gracie
Martin, J.B.
Martin, Mayme
May, B
McCann, Hardee
McCord, Garnett
McCormick, Guy
McDowell, Libert
McGee, Myrtle
McGrath, Thomas
McKay, Carrie
McLean, Mattie
Melton, Lizzie
Meredith, Pearl
Meyer, Karl
Miller, Bessie
Miller, Cashel
Miller, Everett
Miller, Pearl
Monroe, Bertha
Montgomery, Gracey
Moore, B.
Moran, Fred
Moran, Walter
Morehead, Wagner
Morgan, A.L.
Morgan, Bettie
Morris, M.G.
Morrison, Hattie
Moss, Mary
Moss, Nell
Mullins, Willie
Mutchler, Fred
Myatt, J.F.
Napier, I.W.
Newton, Emma
Nicholas, Homer
Nofisnger, Gussie
Oates, Bessie
Oates, William
Oats, Leland
Oliver, ?
Oliver, Alta
Oman, Catherine
Osborne, Albert
Owens, Clarence
Owens, Grace
Pardue, William
Patter, Maud
Patter, Sue
Patterson, Bessie
Patterson, Effie
Perkins, Bessie
Perkins, Nettie
Peters, Jesse
Philbrick, Arthur
Phillips, Mayme
Phillips, William
Pinckley, Jennie
Pollock, John
Porter, Elizabeth
Prince, W.L.
Pool, Roscoe
Quinn, Cornelia
Rankins, Margaret
Ratliff, Fred
Ratliff, Lonnie
Rawlett, Mattie
Ray, Samuel
Revlett, ?
Reyniers, Jonathan
Richards, Mabel
Richardson, Emma
Richardson, Flora
Richardson, Irene
Robards, S.O.
Roberts, ?
Roberts, Elva
Roberts, Vienna
Robertson, Cecil
Robertson, Lessie
Robles, I.P.
Roemer, Joe
Roman, Elizabeth
Roman, F.W.
Rone, H.M.
Runner, Carrie
Rush, Georgia
Russell, Irene
Russman, Asa
Sadler, Lewis
Sammons, ?
Scott, Sarah
Scott, Winfield
Seargent, Mary
Smith, S.B.
Sears, Effie
Sellers, Bessie
Settle, Lattie
Shemwell, Claud
Sherrell, B.W.
Sherry, Chester
Sherry, Cora
Shoulders, J.T.
Shutt, Cora
Sigler, ?
Simmons, H.P.
Sinclair, Oscar
Sledge, Garland treasurer
Smith, C.P.
Smith, Tom
Song Book Account
Southern School Journal
Spalding, Jeanne
Spencer, Carrie
Stanley, J.E.
Starr, Mary
Stationery Account
Stephens, Clarence
Stephens, Ora
Stephens, Pearl
Stephens, Rena
Stone, Fred
Stout, Gertrice
Strange, Agatha
Stroud, Earl
Sullivan, Bertha
Sumpter, Mary
Speck, Grace
Swihart, J.
Thomas, Clint
Thomas, Hugh
Thomas, Lara
Thomas, S.M.
Thompson, Alice
Thompson, L.O.
Tichnor, Daisy
Tornes, Butler
Tow, I.H.
Tuck, Roy
Townsend, Allie
Traylor, J.
Turner, Frank
Underwood, Walter
Upton, James
Utley, Richard
Venters, J. Roy
Venters, Jonathan
Venters, Ray
Vincent, C.E.
Vines, Louis
Wade, A.G.
Watkins, Rebecca
Watson, L.P.
Webb, Dennis
Weller, Parthenia
West, Herman
Wethington, J.F.
Wethington, J.F.
Wheeler, Lula
White, Wayne
Whitehead, Guy
Whitlow, Ruth
Whitney, Jewell
Whobrey, Jake
Williams, Fannie
Williams, Lena
Williams, Marcia
Willingham, Ben
Wood, Rachel
Woods, Susie
Wright, Lou
Wright, T.G.
Wright, Alta
Yates, Will
York, Clayton

Accounting
Finances
Box 1 4  WKU Registrar

Description
Book used to record a variety of information. The only date found in the book is 8/1909.

Pages 1-102 consist of names arranged by county, probably students. Some entries indicate that the person left.

Pages 104-106 indicates that Henry Cherry and Mattie McLean purchased tickets for events in Van Meter Hall.

Pages 107-143 were used to inventory of Recitation Hall and campus:

Back porch 3rd floor
Barn
Campus
Chapel hall
Closet under stairs
Dining room
First class-room to left back of chapel
First class-room to right back of chapel
First floor living room (left)
Fourth class-room to right back of chapel
Front floor living room (right)
Gymnasium
Hall 3rd floor
Hall back of chapel
Kitchen
Main entrance hall
Main hall 2nd floor
Office
Parlor
Rooms 71-72
Second class-room to left back of chapel
Second class-room to right back of chapel
Third class-room to left back of chapel
Third class-room to right back of chapel
Toilet room first floor rear
Vestibule

Pages 144-end are blank

Box 1 5  WKU Registrar

Description
Debit/credit ledger for the period July 18, 1909 through August 30, 1913. Includes purchases of real estate, furniture, salaries, janitors, farm hands, appropriations, remodeling expenses, landscaping and equipment.

Records
Ledger

Subjects
Expense accounts

Date
1909-1913

UA25.2

Level
Records

Series
Linked to UA25

Title
UA25. Finance & Administration 2. Human Resources

Collection
WKU Archives

Scope & Content
Records created by and about Human Resources.
<table>
<thead>
<tr>
<th>Description</th>
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<tr>
<td>3/4 inch tape - 1 Employee Orientation, 1982</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Video recording Employees</td>
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