

INDIANA UNIVERSITY
SOUTH BEND CAMPUS

TO: All Instructional Staff
FROM: Walt P. Risler, Associate Dean
SUBJ. Requisition for the Fiscal Year
Beginning July 1, 1967

Faculty Memo No. 8
First Semester, 1966-67

DATE. October 4, 1966

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By November 10, 1966, faculty should submit requests for personnel services, equipment and supplies, and physical plant facilities, for the fiscal year which commences July 1, 1967. Resident faculty and associate lecturers are asked to channel requisitions through departmental administrators or those acting in that capacity and those without officers, directly to my office. (See distribution below). Departmental administrators are asked to consolidate requests from their faculty.

All-faculty requests should emanate out of Academic Senate action. We request that Professor Molson place this matter as an item of business on the agenda of the November senate session and that faculty prepare in advance to make recommendations.

In the past, certain equipment, facilities, and services have not been provided because requests have not been made at all or in time. We urge prompt and thoughtful attention to these matters in order to avoid omissions. Also, in the past, here as everywhere, budget planning seems to stimulate budget trimming and slashing. The near normalcy and inevitability of the phenomenon prompts us to ask that a priority of I be assigned to needs absolutely essential, II to those rather essential but---

WPR:rm
cc: Professor Molson
Mr. Ladewski

Encl.

Distribution of CONSOLIDATED Requisition Form Blanks

<u>DEPARTMENT</u>	<u>SUBMIT REQUISITION THROUGH:</u>
Biological Sciences	Mr. J. Davis
Business	De. Harriman
Chemistry	Dr. Ross
Economics	Dr. Martellaro
Education	Dr. Bollinger
English	Dr. Cassidy
Fine Arts	Mr. Zivich
Government	Mr. Conley
History	Dr. Scherer
Languages	Dr. Allen
Library	Mrs. Harlan
Mathematics	Mrs. Boner
Music	Mr. Demaree
Physics	Dr. Gerkin
Psychology	Dr. Mhatre
Sociology	Dr. DiRenzo
Special Programs	Mr. Smith
Speech and Theatre	Dr. Gering

All other faculty submit reports directly to Dean Risler.

FACULTY REQUISITION FORM

(For academic year commencing _____)

Submitted by: _____ Department: _____

A. SUPPLIES AND EQUIPMENT

ITEM	USE	PRI.	ITEM	USE	PRI.
4010 Lab Supplies	(L)		4730 Educational Equip. Repairs		
4030 Records, tapes			5010 Misc. Supplies and Expenses		
4040 Film rental (non-U)			5020 Advertising		
4050 Other Classroom Supplies	(C)		5080 Insurance		
4110 Office Supplies	(O)		7010 Office Furniture and Fixtures	(O)	
4400 Rent			7020 Classroom Furniture and Fixtures	(C)	
4710 Furniture Repairs			7030 Office Machines	(O)	
4720 Office Machine Repairs	(O)		7040 Scientific and Educ. Equipment	(C) (L)	
_____ Other					

INSTRUCTIONS:

- Under items enter the name of the item or service only (i.e., "bookcase", "typewriter repair", "newspaper ads" etc.) To make edifying descriptions of particular items use the phrase "see descriptions attached."
- Requisition only supplies not normally furnished.
- For extensive lists, enter the phrase "see attached list."

B. PERSONNEL SERVICES

- 1. Hourly clerical-secretarial assistance (by est. numbers of hours.)

Work description:

Priorities: _____

- 2. Permanent clerical-secretarial assistance (by half-time, full-time.)

Work description:

Priorities: _____

- 3. "Work-Study" student assistance (15 hours per week.)

Work description:

Priorities: _____

- 4. Laboratory (maintenance only.)

Work description:

Priorities: _____

- 5. Graders (give est. numbers of students per semester.)

Priorities: _____

- 6. Other: (including honoraria for guest lecturers):

Job description(s)

Priorities: _____

C. PHYSICAL PLANT FACILITIES

ITEM

USE

PRI

4750 Building and Fixture Repairs

5060 Janitorial Supplies

5070 Maintenance Tools and Supplies

_____ Other

_____ Description of major plant remodeling
(see attached)