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University of Idaho

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December 19, 1974

MEMORANDUM FOR THE RECORD

SUBJECT: Minority Student Program

In a meeting this afternoon with Charles Ramsey, I agreed that the University would buy the following items at this time for his office:

<u>Quantity</u>	<u>Items</u>	<u>Cost</u>
1	Typewriter	\$ 690.00
1	Desk	336.00
1	Chair	70.40
1	Table	121.34
4	Chairs (\$114.75 ea.)	459.00
1	Chair	112.00
1	Chair	204.80
		<u>\$1,993.54</u>

Mr. Ramsey and I agreed that--

- The \$550 presently in Mr. Ramsey's budget, 05-017, for CO would be applied toward the above-listed cost, and the University will cover the difference in cost.
- Mr. Ramsey will complete requisitions for the above items.
- He will temporarily retain four chairs and one coffee table which he has borrowed from Mr. Parton, until next fall when he receives additional items of furniture.
- His CO budget for next fiscal year will be \$500, which will be used to cover the cost of the following items: 1 table, 1 chair, and 1 item of modular seating.
- He hopes to be able to get by for the rest of this fiscal year within his current operating budget. If he cannot, he will let me know.

Sherman Carter

SC/cw

cc: Mr. Alldredge, ☒ Dr. Coonrod, Mr. Parton, Mr. Ramsey, and
☒ Dr. Richardson