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STATE NORMAL SCHOOL AT HARRISONBURG
STATE NORMAL SCHOOL AT RADFORD

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SECRETARY-AUDITOR:

A. STUART ROBERTSON, STAUNTON, VA.

June 13, 1916.

Mr. Julian A. Burruss, President,
State Normal School,
Harrisonburg, Va.

JUN 17 1916

Dear Mr. Burruss:-

When I was in Harrisonburg I noticed that you were still paying from 37¢ to 42¢ bulk for Red O "88" gasoline for the laundry, and I wanted to make the suggestion that you experiment a little with a cheaper grade of gasoline. I find that at the other schools the gasoline for the laundry costs from 26¢ to 28¢, and is regarded as satisfactory.

I requested Miss Sprinkel to ask the teachers to specify on their statements of expenses, chargeable to traveling expenses, the trip which was taken and the occasion of it. You may have noticed that some of their expense accounts simply give the date of the trip without indicating where the teacher went or for what purpose.

Unless I hear something to the contrary, from you or from Capt. Davis between now and the 28th of this month, I will send out notices calling the annual meeting at your school on Tuesday, July 11th, at 11 A.M.

With kind regards, I am

Yours very truly,

A. S. Robertson
Secretary-Auditor.

Dictated but not read.

per M.

HARRISONBURG.

I was at Harrisonburg on May 26th, and went over the vouchers for March and April. I found the Treasurer's statement to agree with the books of the school, and all expenditures supported by proper vouchers. The Treasurer of the school has been diligent in collecting the accounts due from the students, and only a small amount was outstanding on the date of my visit. The Treasurer expected to have this in hand by the 1st of June. There were several items which had been charged to the wrong account, but these were taken up with the Treasurer, and will be corrected.

When I was at the school the excavation for the pipe line for the new building had been completed, and the pipes were being laid and the excavations for the new dormitory were well under way. I am glad to report that there was no indication of a recurrence of the trouble encountered in securing firm foundations that were experienced in building the Service Building.

I have requested the treasurers of each school to include in their financial statements the amount of all unpaid accounts due on the date the reports are made, including teachers' salaries which have been earned but will be payable the 1st or some later day of the month. The Treasurer's statement for the Harrisonburg School for the month of May shows that against the balance on hand of \$762.10, there were the following liabilities on May 1st:

Salaries	\$1904.14
Accounts payable	5411.04
W.M.Bucher & Son for Students Bldg	5450.00
Total	<u>\$12765.18</u>