

Presentation Handouts

**Forensic Investigation of the
West Chester University Poetry Center
and Conference**

June 3, 2016



Candor. Insight. Results.

Section IV. – Analysis of Transactional Activity –
Poetry Center Revenue

Poetry Conferece Participant Registration Fees – Handout 1

R20 – \$5,590

Report ID: WCUSFRCP.SQR

West Chester University
DEPARTMENT RECEIPTS BY ACCOUNT

Page No. 1
Run Date 12/01/2015

From Date: 27-FEB-2013 To Date: 27-FEB-2013

Account	Dept	Fund	Prog	Proj	Date	Amount	Description
4053	7005-412	1000	SS	0	27-FEB-2013	200.00	POETRY CONF- [REDACTED]
4053	7005-412	1000	SS	0	27-FEB-2013	170.00	POETRY CONF- [REDACTED]
4053	7005-412	1000	SS	0	27-FEB-2013	1,125.00	POETRY CONF- [REDACTED]
4053	7005-412	1000	SS	0	27-FEB-2013	825.00	POETRY CONF- [REDACTED]
4053	7005-412	1000	SS	0	27-FEB-2013	1,280.00	POETRY CONF- [REDACTED]
4053	7005-412	1000	SS	0	27-FEB-2013	885.00	POETRY CONF- [REDACTED]
4053	7005-412	1000	SS	0	27-FEB-2013	1,105.00	POETRY CONF- [REDACTED]

total						5,590.00	

end report

R20

WEST CHESTER UNURSTY
25 UNIVERSITY AVE
WEST CHESTER, PA -19383
(610) 436-2552

TERMINAL I.D.: 1111
MERCHANT #:

MASTERCARD

SALE
BATCH: 000301 INU: 004323
AUTH: 007082

FEB 27, 13 09:45

TOTAL \$1125.00

CUSTOMER COPY

Receipt



Office of the Bursar
West Chester,
Pennsylvania 19383
(610) 436-2552

Receipt No: 384569

02/27/2013

1,125.00

4053

MASTERCARD POETRY CONF- [REDACTED]

KL

STUDENT COPY

WEST CHESTER UNURSTY
25 UNIVERSITY AVE
WEST CHESTER, PA -19383
(610) 436-2552

TERMINAL I.D.: 1111
MERCHANT #:

MASTERCARD

SALE
BATCH: 000301 INU: 004327
AUTH: 07624P

FEB 27, 13 09:54

TOTAL \$825.00

CUSTOMER COPY

Receipt



Office of the Bursar
West Chester,
Pennsylvania 19383
(610) 436-2552

Receipt No: 384573

02/27/2013

825.00

4053

MASTERCARD POETRY COME [REDACTED]

KL

5590

STUDENT COPY

WEST CHESTER UNIVRSITY
25 UNIVERSITY AVE
WEST CHESTER, PA -19383
(610) 436-2552

TERMINAL I.D.: 1111
MERCHANT #:

MASTERCARD

SALE
BATCH: 000301 INV: 004324
 AUTH: 00248T

FEB 27, 13 09:49

Amount: 1,105.00

TOTAL \$1105.00 1053

Method of Payment: MASTERCARD POETRY CONF- [REDACTED]

Clark Initials: KL

CUSTOMER COPY

Receipt



Office of the Bursar
West Chester,
Pennsylvania 19383
(610) 436-2552

Receipt No: 384570

STUDENT COPY

WEST CHESTER UNURSTY
25 UNIVERSITY AVE
WEST CHESTER, PA -19383
(610) 436-2552

TERMINAL I.D.:
MERCHANT #:

1111

VISA

SALE
BATCH: 000301

INV: 004325
AUTH: 055531

02/27/2013

FEB 27, 13 09:50
Amount:

1,280.00

TOTAL \$1280.00
Method of Payment:

053
ISA

POETRY CONF- [REDACTED]

Clerk initials: KL

CUSTOMER COPY

Receipt



Office of the Bursar
West Chester,
Pennsylvania 19383
(610) 436-2552

Receipt No: 384571

STUDENT COPY

WEST CHESTER UNURSTY
25 UNIVERSITY AVE
WEST CHESTER, PA -19383
(610) 436-2552

TERMINAL I.D.: 1111
MERCHANT #:

MASTERCARD

SALE
BATCH: 000301 INU: 004326 02/27/2013
AUTH: 014142

FEB 27, 13 09:52 885.00

Account: 4053
TOTAL \$885.00 MASTERCARD

Method of Payment: POETRY CONF-
Clerk Initials: KL

CUSTOMER COPY

Receipt

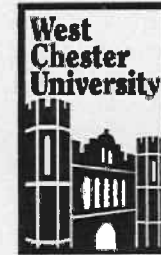


Office of the Bursar
West Chester,
Pennsylvania 19383
(610) 436-2552

Receipt No: 384572

STUDENT COPY

Receipt



Office of the Bursar
West Chester,
Pennsylvania 19383
(610) 436-2552

Date: 02/27/2013

Receipt No: 384565

Amount: 200.00

Account: 4053

Method of Payment: CK LOCAL

POETRY CONF- [REDACTED]

Clerk Initials: KL

STUDENT COPY

1263

DATE 2-23-13

PAY TO THE ORDER OF West Chester University Poetry Conference \$ 200.00

~~Two hundred and~~ no ¹⁰⁰ DOLLARS

MEMO poetry conference fees

WEST CHESTER UNIVERSITY SAFETY NOTE

Security Features
Look for a Seal

ACCT NO

POST OFFICE BOX 1000

WEST CHESTER UNIVERSITY

WEST CHESTER, OH 43880

30

UNIVERSITY OF OHIO

Receipt



Office of the Bursar
West Chester,
Pennsylvania 19383
(610) 436-2552

Date: 02/27/2013

Receipt No: 384566

Amount: 170.00

Account: 4053

Method of Payment: CK LOCAL

POETRY CONF- [REDACTED]

Clerk Initials: KL



STUDENT COPY

219
1-7100/2280
132

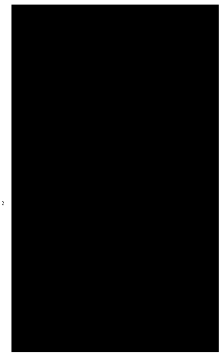
Date Feb 18, 2013

Pay to the Order of West Chester University \$ 170.00
One-hundred-seventy and ⁰⁰/₁₀₀ Dollars

To: Conference Panel Attendee Registration
Feb 18th + 19th - Sept 5, 2013



WEST CHESTER UNIVERSITY
100 UNIVERSITY BLVD
WEST CHESTER, OH 43880
TEL: 610-339-1000
WWW.WESTCHESTER.EDU



Section IV. – Analysis of Transactional Activity –
Poetry Center Revenue

Poetry Conference Participant Registration Fees – Handout 2

R17 – \$5,565

Report ID: WCUSFRCP.SQR

West Chester University
DEPARTMENT RECEIPTS BY ACCOUNT

Page No. 1
Run Date 12/03/2015

From Date: 12-MAR-2012 To Date: 12-MAR-2012

Account	Dept	Fund	Prog	Proj	Date	Amount	Description
4053	2124-904	2100	REN	0	12-MAR-2012	1,135.00	POETRY CONF-
4053	2124-904	2100	REN	0	12-MAR-2012	900.00	POETRY CONR-
4053	2124-904	2100	REN	0	12-MAR-2012	640.00	POETRY CONF-
4053	2124-904	2100	REN	0	12-MAR-2012	1,990.00	POETRY CONF-
4053	2124-904	2100	REN	0	12-MAR-2012	900.00	POETRY CONF-

total						5,565.00	

end report

Poetry Conf
Registration

B. R17

R17

Section IV. – Analysis of Transactional Activity –
Poetry Center Revenue

Poetry Conference Participant Registration Fees – Handout 3

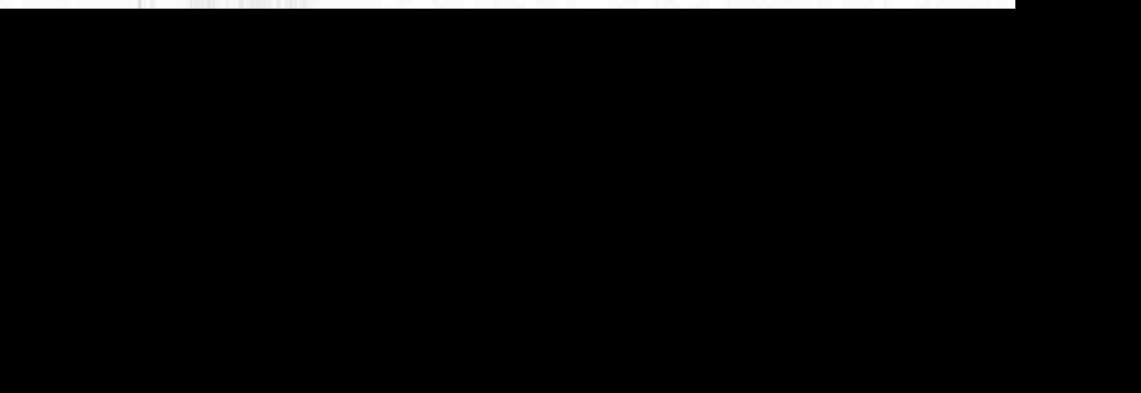
R18 – \$9,695

West Chester University
DEPARTMENT RECEIPTS BY ACCOUNT

Page No. 1
Run Date 11/12/2015

Report ID: WCUSFRCP.SQR
From Date: 27-APR-2012 To Date: 27-APR-2012

Account	Dept	Fund	Prog	Proj	Date	Amount	Description
4053	2124-904	2100	REN	0	27-APR-2012	50.00	POETRY CONF-
4053	2124-904	2100	REN	0	27-APR-2012	595.00	POETRY CONF-
4053	2124-904	2100	REN	0	27-APR-2012	690.00	POETRY CONF-



4053	2124-904	2100	REN	0	27-APR-2012	295.00	POETRY CONF-
						=====	
total						9,695.00	

end report

R18

Receipt



Office of the Bursar
West Chester,
Pennsylvania 19383
(610) 436-2552

Date: 04/27/2012

Receipt No: 351706

Amount: 50.00

Account: 4053

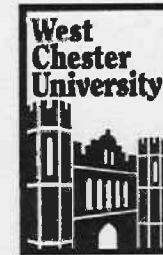
Method of Payment: CK LOCAL

POETRY CONF- [REDACTED]

Clerk Initials: KL

STUDENT COPY

Receipt



Office of the Bursar
West Chester,
Pennsylvania 19383
(610) 436-2552

Date: 04/27/2012

Receipt No: 351708

Amount: 595.00

Account: 4053

Method of Payment: CK LOCAL

POETRY CONF- [REDACTED]

Clerk Initials: KL

STUDENT COPY

Receipt



Office of the Bursar
West Chester,
Pennsylvania 19383
(610) 436-2552

Date: 04/27/2012

Receipt No: 351707

Amount: 295.00

Account: 4053

Method of Payment: CK LOCAL

POETRY CONF- [REDACTED]

Clerk Initials: KL

STUDENT COPY

WCU POETRY CONFERENCE RESTRICTED FUNDS DEPOSITS/REFUNDS

Poetry House, Ext. 3235

Fund 2100/Program REN

Prepared by: [REDACTED]

Date: 4/26/2012

DEPOSITS, FEES: 43259 SAP 7533092124

Check #	Date	Name	Amount
137	4/27/12	[REDACTED]	160.00

DEPOSITS, FEES: 43259 SAP 7533042124 160.00

Check #	Date	Name	Amount
528	4/23/2012	[REDACTED]	50.00
2775	4/21/2012	[REDACTED]	295.00
1504	4/22/2012	[REDACTED]	595.00
Total Check Deposits			940.00

Visa	[REDACTED]	[REDACTED]	690.00
AmEx	[REDACTED]	[REDACTED]	500.00
Mastercard	[REDACTED]	[REDACTED]	1,000.00
AmEx	[REDACTED]	[REDACTED]	250.00
Mastercard	[REDACTED]	[REDACTED]	175.00
Visa	[REDACTED]	[REDACTED]	740.00
Mastercard	[REDACTED]	[REDACTED]	1,000.00
Visa	[REDACTED]	[REDACTED]	950.00
Visa	[REDACTED]	[REDACTED]	450.00
Mastercard	[REDACTED]	[REDACTED]	50.00
Visa	[REDACTED]	[REDACTED]	1,000.00
Mastercard	[REDACTED]	[REDACTED]	950.00
Visa	[REDACTED]	[REDACTED]	1,000.00
			8,755.00

DEPOSITS, FEES: 43259 SAP 7533112124

Check #	Date	Name	Amount
Mastercard	[REDACTED]	[REDACTED]	179.40

Total Credit Card Deposits 15,499.40

Total 7533042124 Deposits 16,439.40

DEPOSITS, GIFTS: 43189 SAP 7533092124

Check #	Date	Name	Amount

**Section IV. – Analysis of Transactional Activity –
Poetry Center Revenue**

Donations / Gifts and Bequest – Handout 4

R08 – \$1,463

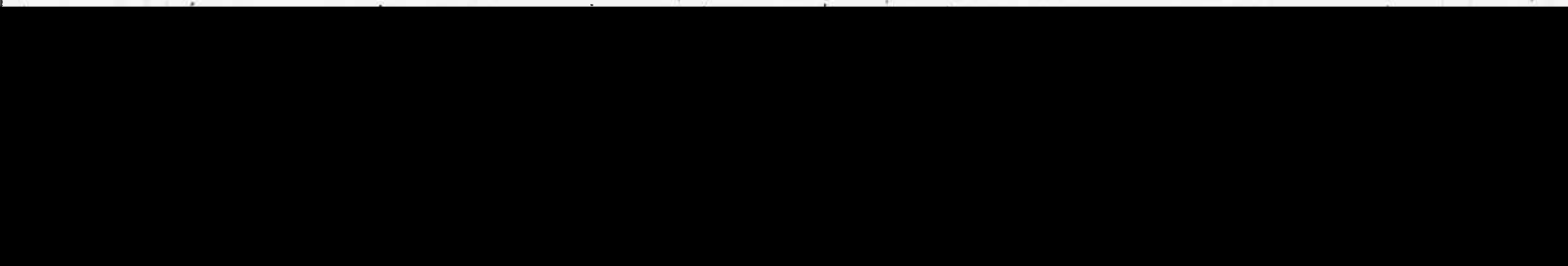
24-MAR-2010

West Chester University
CASH RECEIPTS JOURNAL
Gifts Received and Posted on 24-MAR-2010

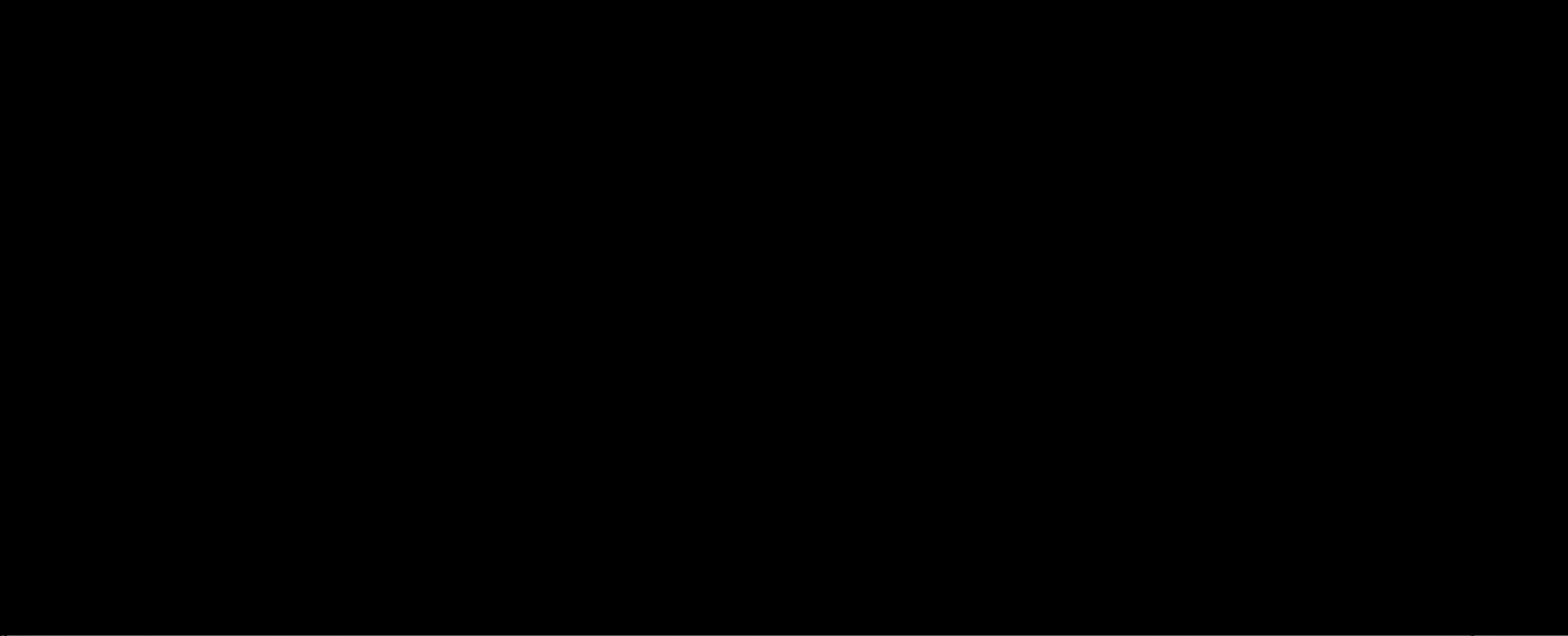
page 2

From: 24-MAR-2010 to 24-MAR-2010
Fund: All
Cash Gift Type: All

Constituent Name	Date	Fund	Description	Amount	Tender type	Check Date
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	03/24/2010	2124-936	Poetry Conference Gifts	1500.00	1004	03/24/2010
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P.2/2
In: 510 436 2293
6104361733
MAR-24-2010 15:00 F. SOCIETY

26-MAR-2010

WEEK CHIESTER UNIVERSITY
CASH RECEIPTS JOURNAL
Gifts Received and Posted on 24-MAR-2010

TO: [REDACTED]
FROM: WCU Foundation
SUBJECT: Cash Receipts Journal
DATE POSTED: 3-24-10
DATE SENT: 3-24-10

From: 26-MAR-2010 to 24-MAR-2010
Funds: All
Cash Gift Types: All

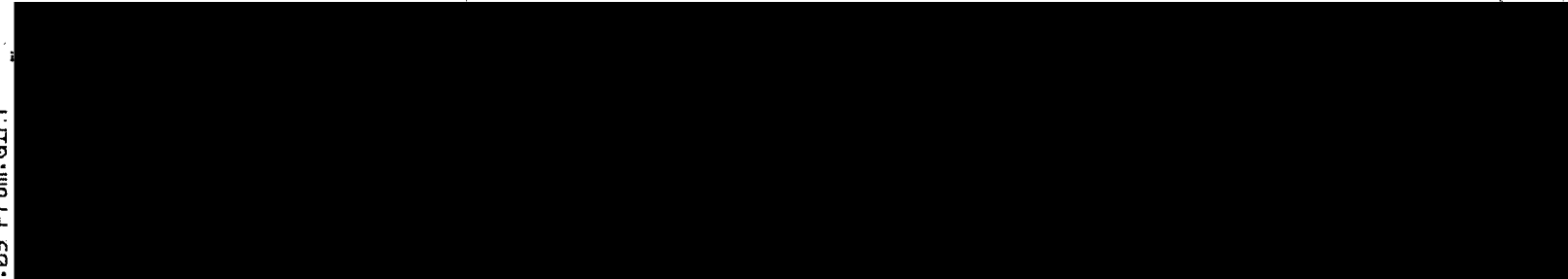
P.1/2
To: 610 436 2293
610436173
MAR-24-2010 15:09 From: GIFT

Constituent Name	Date	Fund	Description	Amount	Vendor Type	Check Date
------------------	------	------	-------------	--------	-------------	------------



47 Gifts	Total	\$4420.00
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Restricted/GI	Un-Restricted Funds/MCU	One Fund MCU	Affiliated Fund
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Check Total = # 4,420.00

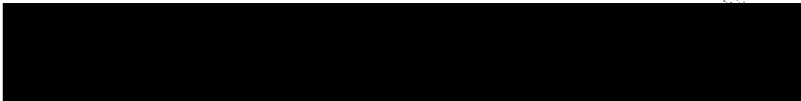


WCU POETRY CENTER
Poetry House
West Chester, Pennsylvania 19383



1500-gift-2124-906
AF 2010

Poetry Conference Gifts



1004

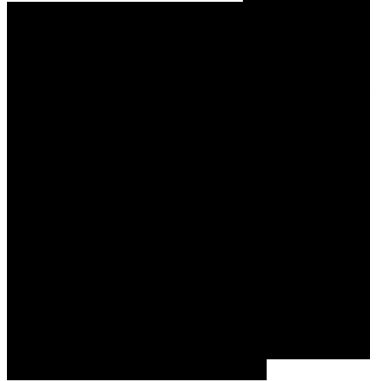
11-4288/1210

DATE March 5, 2010

PAY TO THE ORDER OF West Chester University \$ 1,500 ¹⁰⁰/₁₀₀
One thousand five hundred ¹⁰⁰/₁₀₀ DOLLARS



For Poetry Conference Scholarships





WCU POETRY CENTER
Poetry House
West Chester, Pennsylvania 19383



1500-gift-2124-906
AF 2010

Poetry Conference Gifts



* Make all
copies



**Section IV. – Analysis of Transactional Activity –
Poetry Center Revenue**

Endowment – Handout 5

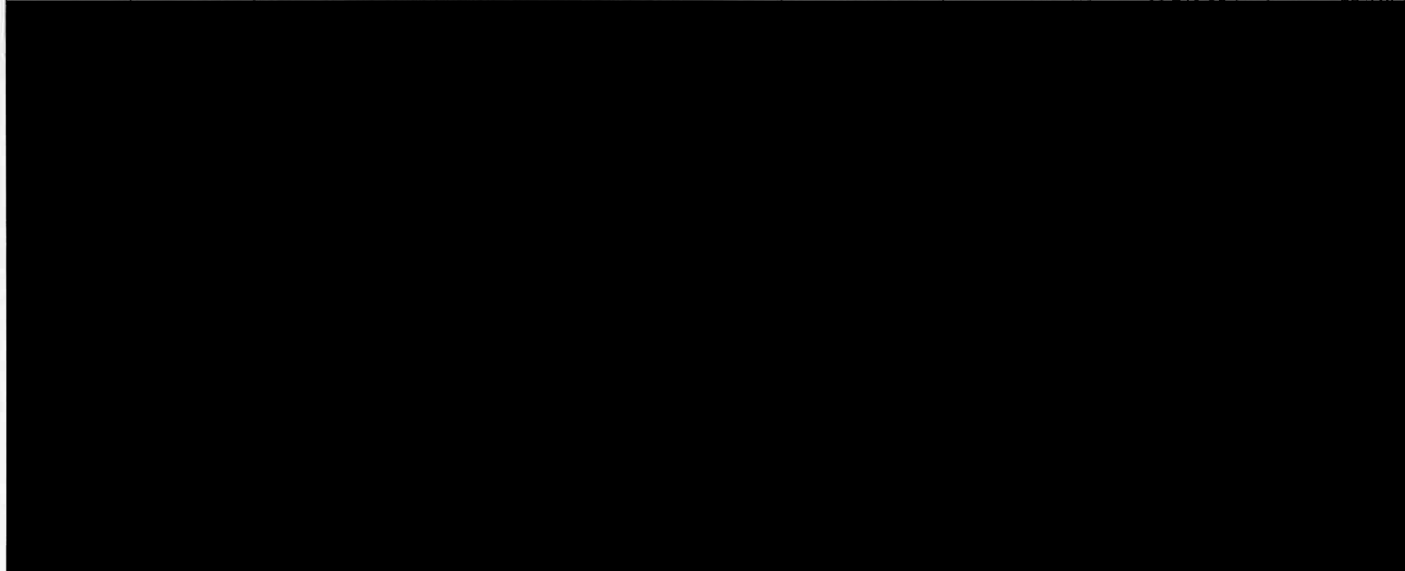
R24 – \$51,502

FY 2014 TOTAL RETURN ENDOWMENT INCOME ACTUAL
06/30/13

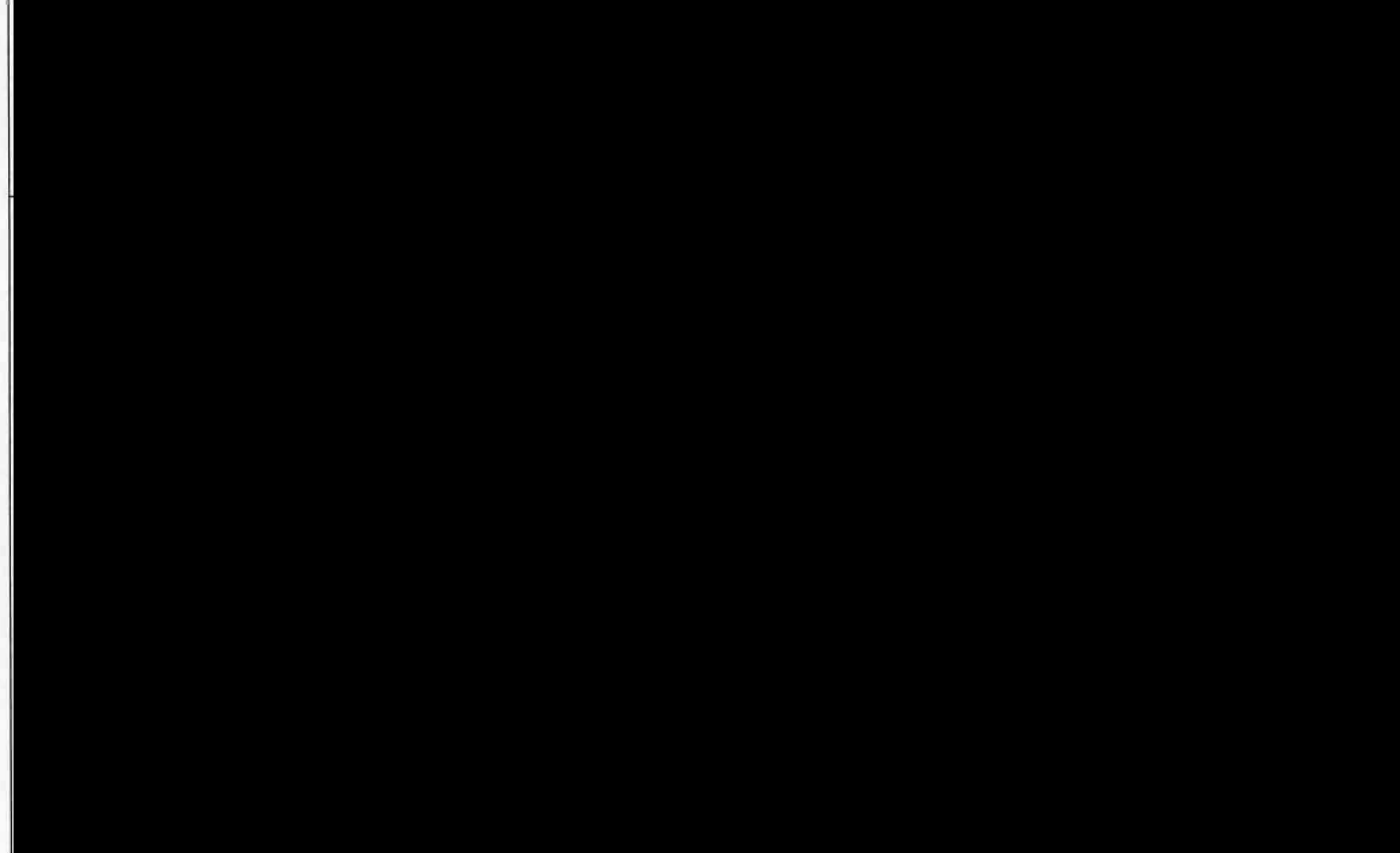
FY11 JUN 30 MKT VAL TOTAL	\$14,859,454.28		
FY12 JUN 30 MKT VAL TOTAL	\$15,129,823.22		
FY13 JUN 30 MKT VAL TOTAL	\$16,731,027.49	0	
	\$46,720,304.99		
3 YR AVG ESTIMATE	\$15,573,435.00	46,720,304.99	\$545,070.22

3.5% of 3 YR AVG	\$15,573,435	*3.5%	\$545,070.22
------------------	--------------	-------	--------------

P/S FUND	Endowment SAP CC		TOTAL INVESTMENT	CURRENT MKT VALUE	% of TOTAL MKT VALUE 6/30/13	FY 2014 TOTAL RETURN	FY 2014 TOT RTN ROUNDED
		ENDOWMENTS				3.5%	3.5%



2124-803	7552032124	Poetry Conference Endow	\$1,267,933.73	\$1,580,872.61	9.449%	\$51,502.31	\$51,502
----------	------------	-------------------------	----------------	----------------	--------	-------------	----------



scholarship report total

	<u>\$9,436,838.25</u>	<u>\$12,684,704.22</u>	<u>\$408,419</u>
	\$12,607,729.63	\$16,731,027.49	\$545,070
	\$0.00	\$0.00	\$0.00
Common Fund (100%)		SUSQ (0%)	Total Return
545,070		-	545,070

Doc. type : SA (G/L account document) - Normal document

Doc. Number	102437561	Company Code	SSHE	Fiscal Year	2014
Doc. Date	10/02/2013	Posting Date	10/02/2013	Period	04
Calculate Tax	<input type="checkbox"/>				
Ref.Doc.	75_1404902				
Doc. Currency	USD				
Doc. Hdr Text	FY14 Total Return				

10

Item	Qty	Account	Account short text	Amount	PU	Cost Ctr	Order	WBS element	Order ref.	Fund	Functional Area	Text
[Redacted]												
29	50	451900	Endow Otr Invest Inc	51,502.00		75	7533042124		7533042124	7533042124	3110	FY14 Total Return Distribution
[Redacted]												



Final October 31, 2015 positions for marketable investments and performance are now available. Detailed strategy allocations for multi-strategy funds are scheduled to be updated by end of day November 15th

Hello [redacted] [Inbox](#) | [Logout](#)

[Summary](#) [Reporting](#) [Performance](#) [Allocation](#) [Positions](#) [Links](#) [Characteristics](#) [Library](#) [Contact Us](#) [Help](#)

Institution: West Chester University

Portfolio: Endowment - WCU:169502

Effective Date 6/30/2013



[Get Report](#)

Positions As of 6/30/2013



Fund Name	Fund	Client Code	Account Number	Shares	Price	Value Date	Market Value	Adjusted Market Value
Endowment - WCU - 02								
Multi-Strategy Bond Fund	0005	169502	0005169502	337,106.893	\$14.665779	6/28/2013	\$4,943,935.19	\$4,943,935.19
Multi-Strategy Equity Fund	0001	169502	0001169502	50,458.604	\$233.599255	6/28/2013	\$11,787,092.30	\$11,787,092.30
Total Endowment - WCU - 02							\$16,731,027.49	\$16,731,027.49
Total							\$16,731,027.49	\$16,731,027.49

Section IV. – Analysis of Transactional Activity –
Poetry Center Expenditures

Poetry Conference Meals – Handout 6

OE24 – \$9,357

I N V O I C E
Campus Services

Terms: Due Upon Presentation
Make checks payable to: "ARAMARK Services, Inc."

MAIL ALL REMITTANCES TO
ARAMARK/West Chester Univ.
Lawrence Center
S. New Street
West Chester, PA 19383-

TO:
West Chester Univ.
201 Carter Drive
West Chester, PA 19383-

IMPORTANT
Include INVOICE NUMBER and REMITTANCE COPY

Invoice Number: 2785661337
Invoice Date: 06/14/2013
Amount Due: 27753.30

For additional information on this Invoice, please call

Sale
Date

Description

Amount

06/14/2013	BATCH BILL Week of 6/1 through 6/7/2013 Order #s 15628 15629 15630 15631 15632 15633 15634 15635 15636 15637 15638 15639 15640 15641 15642 15830 15831 15857 15819 15748 15749 15750 15751 15752 15820 15859 15860 15861 15678 15842 15845 15809 Payment Method: SAP Account #s	27753.30
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Reviewed by Purchasing
Card Administrator

ACCOUNTING REVIEW

FY 13
APPROVED

JUL 01 2013

Accounts Payable Dept.
West Chester University

REPRINTED INVOICE

Sub Total ->	27753.30
Sales Tax ->	0.00
Total Amount Due ->	27753.30

- 9357.00
\$ 18,396.30

Tax Exemption Number: _____ Certificate on File Yes No
Payment made by Cash Deposit Date _____
 Check Check No. _____ Check Date _____
Amount of Check _____ Number _____

Authorized ARAMARK Signature

Other Signature



INVOICE

To: [Redacted]

Terms: Due Upon Presentation
 Make Checks Payable to [Redacted] CORPORATION"

MAIL ALL REMITTANCES TO:
 [Redacted]

Lawrence Center
 700 S. New Street
 West Chester, PA 19383
 Reviewed by Purchasing
 Card Administrator

JUL 11 2013

Accounts Payable Dept.
 West Chester University

IMPORTANT

PLEASE INCLUDE INVOICE NUMBER AND THE GREEN REMITTANCE COPY WITH YOUR PAYMENT TO INSURE PROPER CREDIT TO YOUR ACCOUNT.

FOR ADDITIONAL INFORMATION ON THIS INVOICE, PLEASE CONTACT:
 [Redacted]

Invoice Number	6005	8	8	1	2	3	4
Invoice Date	6	4	13	1	3		
Amount Due	9	3	5	7	0	0	

Order Number	Customer Name/ Department	Client Cost Center Number	Description	Amount	
15628	Jamie Smith/ WCU Poetry Center	7517127005	Poetry Conference Dinner # 1, Guest Count: 190 people, Event Date: 6/5/2013, 5:15PM to 8:30PM	9357	00
TAX EXEMPTION NUMBER CERTIFICATE ON FILE				Sub-Total	9357 00
				Tax	0 00
				Total Amount Due ⇨	9357 00


Yes No

Reviewed by Purchasing
 Card Administrator

J 1 3

Accounts Payable Dept.
 West Chester University

Order Name: **Poetry Conference Dinner # 1**

 Catering at West Chester University

ORDER #15628
Wednesday, 6/5/2013
Ordered On: 4/28/2013
Last Modified: 7/3/2013

 Complete

Customer Information

First Name: [REDACTED]
Last Name: [REDACTED]
Address: 823 S. High Street
City: West Chester
State: Pa
Department: WCU Poetry Center
Email: [REDACTED]@wcupa.edu
Work Phone: 3235
Tax Exempt: True

Delivery / Pickup Information

Method: On-Campus Delivery
Building: Sykes
Delivery Contact: [REDACTED]
Company: Poetry Center
Event Type: University Events
Delivery Phone: [REDACTED]
Guest Affiliation: External Guest
Room #: Lobby (Reception)/ Dinner (Ballrooms)
China Service (Additional Cost): Yes
Dining Option(s): Staff Attended Plated
Alcohol Served: No

Payment Information

Payment SAP Account Number | Type: [REDACTED]
Event Authorized
Event Not Yet Authorized
By:

Event Information

Guest Count: 190
Pick-up/Delivery Date: Wednesday, 6/5/2013
Event Start Time: 5:15 PM
Pick-Up Time: 8:30 PM

Final Invoice for Poetry Conf.

Event Set
Up Time: 4:45 PM

FOOD	Qty.	Price	Ext.
<p>Reception Menu 5:15- 6:15pm- Sykes Lobby</p> <p>Butlered Hors D' Oeuvres</p> <p>Roasted Pear, Honey Walnuts and Gorgonzola Spread served on a Focaccia Crisp</p> <p>Lime Scented Pulled Jerk Chicken with Mango Salsa and Avocado Mousse on a Toasted Plantain Chip</p> <p>Balsamic Fig Flatbread With Goat Cheese</p> <p>Beverage Station Setup</p> <p>One across from Java City (against wall)</p> <ul style="list-style-type: none"> • One in front of Ballroom A • NSC to provide all non-alcoholic beverages, glassware, garnishes and ice 	190	\$11.25	\$2,137.50
<p>Plated Dinner 6:30- 8:30pm- Sykes Ballrooms</p> <p>Preset Iced Water with Sliced Lemon <i>Unsweetened Iced Tea Available Upon Request</i></p> <p>Preset: Dinner Roll with Butter</p> <p>Preset Salad Mixed Greens with Crumbled Feta, Sliced Almonds, and Blueberries Served with a Lemon Vinaigrette</p> <p>Served Entree: Grilled Salmon topped with a Cucumber Sauce Served with Risotto and Roasted Tri Colored Carrots</p> <p>Served Vegetarian Option (25) Artichoke Tartlet Served with Warm Roasted Pepper Coulis</p> <p>Preset Dessert Strawberry and Kiwi Shortbread Cake with White Chocolate</p> <p>Served Golden Valley Farms Coffee and Hot Tea with Sliced Lemon, Sweetener and Creamer</p>	190	\$32.00	\$6,080.00

SERVICE ITEMS	Qty.	Price	Ext.
<p>Beverage Attendant Fee (Reception) Beverage Attendant Fee</p>	4	\$50.00	\$200.00

Staffing/Service (beyond two hours)	1	\$350.00	\$350.00
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OTHER	Qty.	Price	Ext.
Votive Candle Holders and Candles			
<ul style="list-style-type: none"> • 3 per table (26 tables)= 78 • Please pack out a long lighter 	78	\$0.25	\$19.50

EQUIPMENT	Qty.	Price	Ext.
China Fee- Meal Service	190	\$3.00	\$570.00

<p>* Any amount charged by Aramark (such as an administrative, service, delivery, labor, or other charge or fee), unless expressly designated as a tip or gratuity, is not for the benefit of any employee(s) and is not a tip or gratuity. Charges or fees other than those designated as tips or gratuities are not distributed to employees except where expressly stated otherwise in writing.</p> <p>Signature: _____</p>	Order Totals	
	Sub Total	\$9,357.00
	Order Total	\$9,357.00
	Balance Due	\$9,357.00

Special Instructions

Timing of event is critical- must be finished with dinner, dessert and coffee by 8:00pm

Vendor
Company Code

2075467
SSHE

Name
City

[REDACTED] CATERING
WEST CHESTER

			Invoice Date	Invoice Due Date	Invoice Number	Invoice Type	Invoice Date	Invoice Due Date	Invoice Number	Invoice Type	Amount	Debit		Description
<input type="checkbox"/>			2006160392	07/18/2013	07/18/2013	2006160392			ZP 25	2075467	62,677.79	75		
<input type="checkbox"/>			1900936779	06/14/2013	06/30/2013	2006160392	2005881234		KR 31	2075467	9,357.00	75		TF/ARAMARK BATCH BILL 6/1/13 ...
*											0.00			

ACH PAYMENT REGISTER

Pennsylvania State System of Higher Education

User : ██████████
 Date : 12/14/2015
 Time : 11:46:20

House Bank	House Bank Account I	Run Date	Identification	Payment Document	Payment Date	Currency	Amount Paid	Vendor Number	Name of Payee
75MD	75MDA	07/16/2013	75TF3	2006160392	07/18/2013	USD	62,677.79-	2075467	ARAMARK SERVICES INC - CATERING
							158,172.98-		
*									

M & T WebInfoPLU\$ - Detail Reporting

PRIOR DAY ACTIVITY
For: Thursday, July 18, 2013

Trans CODE 101 - 399 Credits

Trans CODE 401 - 699 Debits

MERCHANT REFERENCES:

BURSAR: [REDACTED]

WEB: [REDACTED]

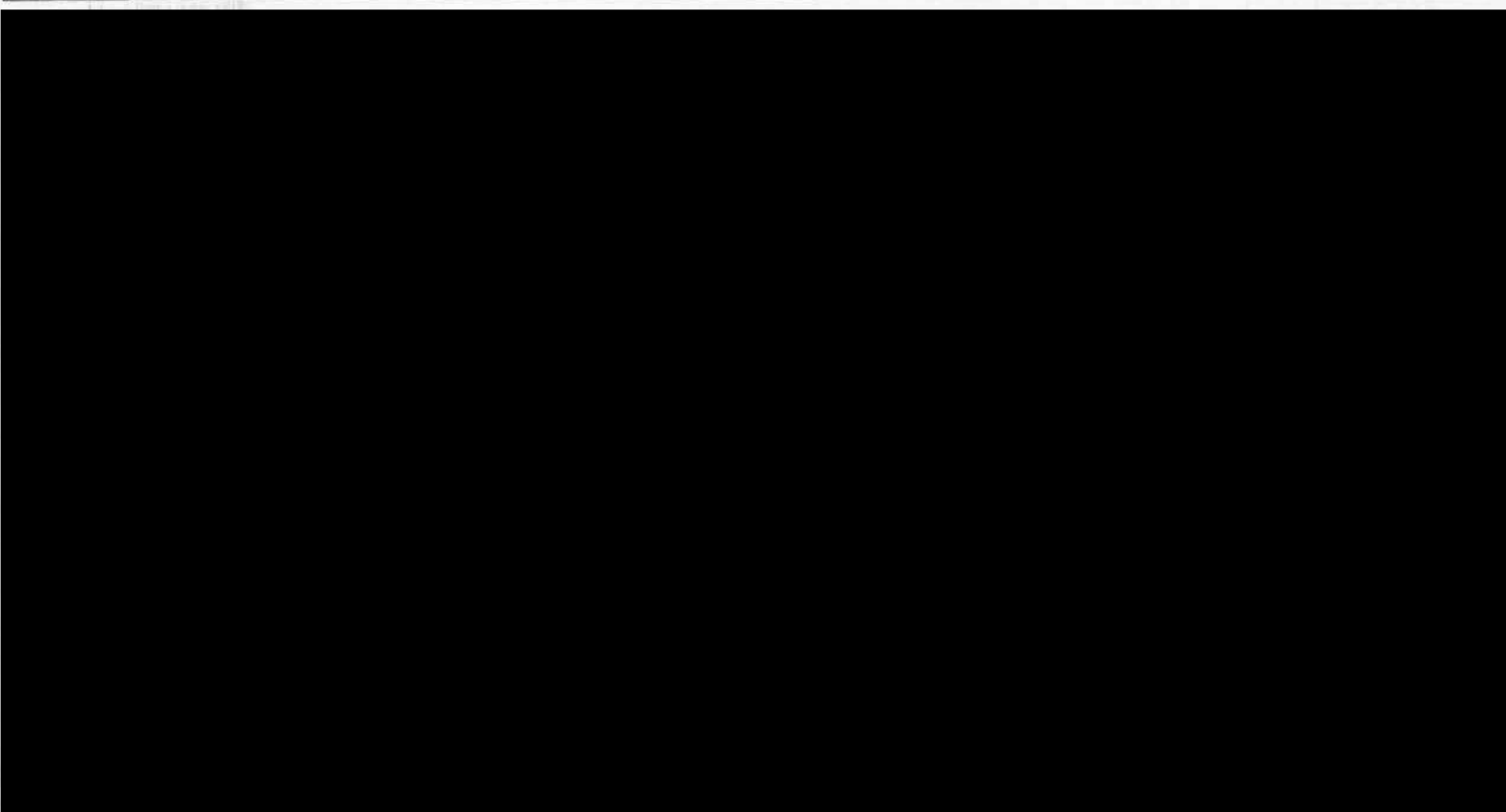
Date	Journal	WCU/SAP	SAP
JOURNAL	Writer	Journal	FEBR
Written	Initials	CASH	Reconciled
		107573	

Trans Date Description Credit Debit

Text Field



AP ACH Payment 7/18/2013 Preauth ACH DB 455 158,172.98 ACH LOCATION #0000000000 FROM:CO NAME= WEST CHESTER UNI;CO.ID#= ENTRY DESC=CCD ;INDIV NAME=WESTCHEST INDIV.ID#=- SETT-PASSHE07 PAR=013199003526300





Catering at West Chester University

ORDER #15628

Wednesday, 6/5/2013
Ordered On: 4/26/2013

Complete

Customer Information

First Name: [REDACTED]
Last Name: [REDACTED]
Address: 823 S. High Street
City: West Chester
State: Pa
Department: WCU Poetry Center
Email: [REDACTED]@wcupa.edu
Work Phone: 3235
Tax Exempt : True

Delivery / Pickup Information

Method: On-Campus Delivery
Delivery Contact: [REDACTED]
Building: Sykes
Event Type: University Events
Company: Poetry Center
Delivery Phone: [REDACTED]
Guest Affiliation: External Guest
Event Name: Poetry Conference Dinner # 1
Room #: Lobby (Reception)/ Dinner (Ballrooms)
China Service (Additional Cost): Yes
Dining Option(s): Staff Attended Plated
Alcohol Served: No

Payment Information

Payment Type : SAP Account Number [REDACTED]

Event Information

Guest Count: 190
Pick-up/ Delivery Date: Wednesday, 6/5/2013
Event Start Time: 5:15 PM
Pick-Up Time: 8:30 PM
Event Set Up Time: 4:45 PM

FOOD	Qty.	Price	Ext.								
Reception Menu 5:15- 6:15pm- Sykes Lobby											
Butlered Hors D` Oeuvres											
Roasted Pear, Honey Walnuts and Gorgonzola Spread served on a Focaccia Crisp											
Lime Scented Pulled Jerk Chicken with Mango Salsa and Avocado Mousse on a Toasted Plantain Chip											
Balsamic Flg Flatbread With Goat Cheese	190	\$11.25	\$2,137.50								
Beer and Wine -Two Bar Set Ups											
<ul style="list-style-type: none"> One across from Java City (against wall) One In front of Ballroom A NSC to provide all non-alcoholic beverages, glassware, garnishes and ice 											
Plated Dinner 6:30- 8:30pm- Sykes Ballrooms											
Preset Iced Water with Sliced Lemon <i>Unsweetened Iced Tea Available Upon Request</i>											
Red and White Wine Service (no beer)											
Preset: Dinner Roll with Butter											
Preset Salad Mixed Greens with Crumbled Feta, Sliced Almonds, and Blueberries Served with a Lemon Vinaigrette											
Served Entree: Grilled Salmon topped with a Cucumber Sauce Served with Risotto and Roasted Tri Colored Carrots											
Served Vegetarian Option (25) Artichoke Tartlet Served with Warm Roasted Pepper Coulis											
Preset Dessert Strawberry and Kiwi Shortbread Cake with White Chocolate											
Served Golden Valley Farms Coffee and Hot Tea with Sliced Lemon, Sweetener and Creamer											
<table border="1"> <thead> <tr> <th>SERVICE ITEMS</th> <th>Qty.</th> <th>Price</th> <th>Ext.</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>				SERVICE ITEMS	Qty.	Price	Ext.				
SERVICE ITEMS	Qty.	Price	Ext.								

Beverage Attendant Fee (Reception)				
Beverage Attendant Fee		4	\$50.00	\$200.00
Staffing/Service (beyond two hours)		1	\$350.00	\$350.00
OTHER		Qty.	Price	Ext.
Votive Candle Holders and Candles				
<ul style="list-style-type: none"> • 3 per table (26 tables)= 78 • Please pack out a long lighter 		78	\$0.25	\$19.50
EQUIPMENT		Qty.	Price	Ext.
China Fee- Meal Service		190	\$3.00	\$570.00
<p>* The administrative charge is not intended to be a tip, gratuity, or service charge for the benefit of employees</p>		<p>Order Totals</p> <p>Sub Total \$9,357.00</p> <p>Order Total \$9,357.00</p> <p>Balance Due \$9,357.00</p>		
<p>Special Instructions Timing of event is critical- must be finished with dinner, dessert and coffee by 8:00pm</p> <p>██████████</p>				
<p>Order #15628</p>				

[REDACTED]

From: [REDACTED]@aramark.com>
Sent: Wednesday, July 03, 2013 11:27 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Aramark Invoice 2785661337 - Order 15628

[REDACTED]

If you want, you can reduce the invoice for the entire amount of that order #15628. Then we can pay that separate later.

Thanks

[REDACTED]

From: [REDACTED]@wcupa.edu]
Sent: Wednesday, July 03, 2013 10:03 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Aramark Invoice 2785661337 - Order 15628

Ok. Should I hold out that order from the invoice or just wait to pay the entire amount when it is resubmitted?

Thanks

[REDACTED]

From: [REDACTED]@aramark.com]
Sent: Wednesday, July 03, 2013 9:19 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Aramark Invoice 2785661337 - Order 15628

[REDACTED]

I have my catering team working on fixing the order right now, and I will re-submit the backup to you. I'm not sure how long before I get the updated catertrax order from them though.

Thanks

[REDACTED]

From: [REDACTED]
Sent: Monday, July 01, 2013 3:00 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Aramark Invoice 2785661337 - Order 15628

Hi [REDACTED]

Another question...it looks like there was a plated dinner on Wednesday, June 5 for our Poetry Conference. The dinner was for 190 people at a cost of \$32 per person. On the order form the list of what was served includes "red and white wine service (no beer)".

How do I reduce this invoice of \$9,357.00 to cover the amount of the wine?

Thanks

[REDACTED]
[REDACTED]
Card Systems Manager
West Chester University
201 Carter Drive
Suite 200
West Chester, PA 19383
Phone: [REDACTED]
Cell: [REDACTED]

Hamel, Michelle E.

From: [REDACTED]@aramark.com>
Sent: Monday, January 04, 2016 5:00 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Order #15628
Attachments: Poetry Conference.pdf

Hi [REDACTED]

Our finance team is still looking for the batch bill from this event. In the meantime, I pulled up the final bill that was in our catering system, and the bill does not mention alcohol on it. I have attached it to this e-mail. Does this help?

[REDACTED]

[REDACTED] Director of Catering
'LIKE' us on Facebook to view some of our event images!

West Chester University of Pennsylvania

p: [REDACTED]@aramark.com
700 South New Street, West Chester, Pennsylvania 19383 www.NewStreetCatering.com

-----Original Message-----

From: [REDACTED]@wcupa.edu]
Sent: Monday, January 04, 2016 8:13 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Order #15628

Thank You [REDACTED]

Regards, [REDACTED]

-----Original Message-----

From: [REDACTED]@aramark.com]
Sent: Monday, December 28, 2015 9:05 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Order #15628

Hi [REDACTED]

Since this is from 2013, I will have to have our finance team pull the batch bill to see what amount was charged to that SAP. They are not back until January 4th. But we would not have charged for the actual alcohol since the customer is the one that supplies the alcohol for the events.

Thank you. *(Foundation purchase?)*

[REDACTED]

Patrick O'Connor | Director of Catering
'LIKE' us on Facebook to view some of our event images!

West Chester University of Pennsylvania

p: [REDACTED]@aramark.com
700 South New Street, West Chester, Pennsylvania 19383 www.NewStreetCatering.com

-----Original Message-----

From: [REDACTED]@wcupa.edu]
Sent: Wednesday, December 23, 2015 4:08 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: FW: Order #15628
Importance: High

Hello [REDACTED], I sent an email to [REDACTED] but my email was returned. I was directed to email you with our request since New Street Catering is out of the office for the holidays and will not return until Monday, January 4th..

We have an audit request to document an Aramark event under Order #15628. Is it possible to determine if the University or the Foundation paid for the alcohol on this order (see attached)?

Is this information something that can be quickly accessed or will it take some time to process the request? If it will take some time, can you let me know when you think you would be able to provide the information?

Thank You, [REDACTED]

[REDACTED]
Administrative Assistant Finance,
Budget, and Business Services

[REDACTED]@wcupa.edu

-----Original Message-----

From: [REDACTED]
Sent: Wednesday, December 23, 2015 3:59 PM
To: [REDACTED]@aramark.com)
Cc: [REDACTED]
Subject: Order #15628
Importance: High

Good Afternoon [REDACTED]

We have an audit request to document an Aramark event under Order #15628. Is it possible to determine if the University or the Foundation paid for the alcohol on this order (see attached)?

Is this information something that can be quickly accessed or will it take some time to process the request?

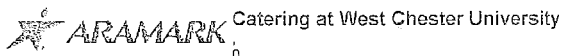
Thank You, [REDACTED]

[REDACTED] Administrative Assistant Finance, Budget, and Business Services Phone - [REDACTED]
[REDACTED]@wcupa.edu

Section IV. – Analysis of Transactional Activity –
Poetry Center Expenditures

Poetry Conference Meals – Handout 7

OE18 & OE19 – \$9,842 & \$3,198



ORDER #13680
 Wednesday, 6/6/2012
 Ordered On: 4/30/2012
 Complete

Customer Information

First Name: [Redacted]
Last Name: [Redacted]
Address: 823 S. High Street
City: West Chester
State: Pa
Department: WCU Poetry Center
Email: [Redacted]
Work Phone: 3235
Tax Exempt : True

Payment Information

Payment Type: SAP Account Number | [Redacted]

Delivery / Pickup Information

Select Location: Catering at West Chester University
Method: On-Campus Delivery
Delivery Contact: [Redacted]
Building: Sykes
Event Type: University Events
Company: Poetry Center
Delivery Phone: [Redacted]
Guest Affiliation: External Guest
Event Name: Poetry Conference Dinner # 1
Room #: Lobby (Reception)/ Dinner (Ballrooms)
China Service, (\$2.50/ per Yes person):
Dining Option(s): Staff Attended Plated
Alcohol Served: No

Event Information

Guest Count: 200
Pick-up/ Delivery Date: Wednesday, 6/6/2012
Event Start Time: 5:15 PM
Pick-Up Time: 8:30 PM
Event Set Up Time: 4:45 PM

FOOD

	Qty.	Price	Ext.
Reception Menu 5:15- 6:15pm- Sykes Lobby Butlered Hors D` Oeuvres <ul style="list-style-type: none"> Crab Cakes with a Cajun Remoulade Roasted Artichoke with Creme Fraiche on a Garlic Crostini Seared Beef Tenderloin with Sweet Onion Marmalade on Ficelle 	200	\$11.22	\$2,244.00
Beer and Wine -Two Bar Set Ups <ul style="list-style-type: none"> One across from Java City (against wall) One in front of Ballroom A NSC to provide all non-alcoholic beverages, glassware, garnishes and ice Client to provide alcoholic beverages- will bring beverages 2 hours prior to chill 			
Plated Dinner 6:30- 8:30pm- Sykes Ballrooms Preset Iced Water with Sliced Lemon Unsweetened Iced Tea Available Upon Request Red and White Wine Service (no beer) Preset: Dinner Roll with Butter Preset Salad: Arugula & Endive Salad With Honeyed Peanuts, Blue Cheese with a Cider Vinaigrette Served Entree: Skillet Roasted Chicken with Lemon & Garlic Served with Tri Colored Fingerling Potatoes & Julienned Vegetables in Basil Butter Served Vegetarian Option: Grilled Eggplant with Roasted Red Peppers & Chickpeas Over Tuscan Rice drizzled Basil & Saffron Oil Preset Dessert: Grilled Peach with Crème Fraiche & Bourbon Caramel Sauce Served Golden Valley Farms Coffee and Hot Tea with Sliced Lemon, Sweetener and Creamer	200	\$33.99	\$6,798.00

SERVICE ITEMS

	Qty.	Price	Ext.
Beverage Attendant Fee (Reception)			
Beverage Attendant Fee	4	\$35.00	\$140.00
Staff Service Fee (Butlers)			
	4	\$35.00	\$140.00

OTHER

	Qty.	Price	Ext.
Votive Candle Holders and Candles			
<ul style="list-style-type: none"> • 3 per table (26 tables)= 78 • Please pack out a long lighter 	78	\$0.25	\$19.50
Table Numbers and Stands			
<ul style="list-style-type: none"> • 3 Reserved Signs • 26 Table Numbers • 26 Table Stands 	1	\$0.00	\$0.00

EQUIPMENT

	Qty.	Price	Ext.
China Fee- Meal Service			
<ul style="list-style-type: none"> • Items Rented from PRL to be delivered on Monday, June 4th to Sykes and Picked Up on June 7th at Sykes • 400 Salad/ Cake Plates • 200 Dinner Plates, Salad Plates, B&B's, Saucers and Coffee Cups • 175 Plate Lids 	200	\$2.50	\$500.00
Specialty Linen			
<ul style="list-style-type: none"> • 120" Round Gray Linens with Purple (rented) Napkins • Rented: to be delivered on 6/4/12 and picked up on 6/7/12 	25	\$0.00	\$0.00

<p>* The administrative charge is not intended to be a tip, gratuity, or service charge for the benefit of employees</p>	<p>Order Totals</p> <p>Sub Total \$9,841.50</p> <p>Order Total \$9,841.50</p> <p>Balance Due \$9,841.50</p>
--	--

Special Instructions

25 tables of 8

Timing of event is critical- must be finished with dinner, dessert and coffee by 8:00pm

Please be sure to leave on coffee machine after event

Vegetarians - 20

Order #13680



ORDER #13690
Friday, 6/8/2012
Ordered On: 4/30/2012
Complete

Customer Information

First Name: [REDACTED]
Last Name: [REDACTED]
Address: 823 S. High Street
City: West Chester
State: Pa
Department: WCU Poetry Center
Email: [REDACTED]
Work Phone: 3235
Tax Exempt: True

Delivery / Pickup Information

Select Location: New Street Catering
Method: On-Campus Delivery
Delivery Contact: Jamie Smith
Building: Lawrence Hall
Company: Poetry Center
Delivery Phone: [REDACTED]
Event Name: Poetry Conference Lunch # 3
Room #: Roman Kitchen
China Service: (\$2.50/ per Yes person)
Dining Option(s): Staff Attended Buffet
Alcohol Served: No

Payment Information

Payment Type: SAP Account Number | [REDACTED]

Event Information

Guest Count: 180
Pick-up/ Delivery Date: Friday, 6/8/2012
Event Start Time: 11:45 AM
Pick-Up Time: 12:45 PM
Event Set Up Time: 11:15 AM

FOOD	Qty.	Price	Ext.
Custom Buffet Luncheon			
Green Chile Noodle Salad			
Grilled Sesame Thai Beef Salad			
Green Papaya Salad			
Warm Pork Chili Wraps	180	\$16.99	\$3,058.20
Fresh Shrimp Lettuce Rolls			
Vietnamese Iced Coffee			
Chilled Green Tea			
Dessert Sushi			

BEVERAGES	Qty.	Price	Ext.
Beverages			
<ul style="list-style-type: none"> Unsweetened Iced Tea and Iced Water Pitchers on each table with 9 oz. plastic tumblers at each seat Golden Valley Farms Coffee and Hot Tea Station (set up in front of Fountain Beverages) 	180	\$0.00	\$0.00

EQUIPMENT	Qty.	Price	Ext.
House Linen			
<ul style="list-style-type: none"> Gold 	31	\$4.50	\$139.50

<p>* The administrative charge is not intended to be a tip, gratuity, or service charge for the benefit of employees</p>	<p>Order Totals</p> <p>Sub Total \$3,197.70</p> <p>Order Total \$3,197.70</p> <p>Balance Due \$3,197.70</p>
--	---

Special Instructions

Please use Lawrence Flatware, Glassware, Plates, etc.

2 Double Sided Buffets- One Parallel to the "Servery" and one parallel to the back windows and U. Hall

1 Coffee

1 Dessert Station

Tables need to be ordered from Moving Services
EACH PITCHER NEEDS TO BE COLD AND HAVE ICE IN


Flip Room Immediately Following Lunch for Dinner

Order #13690

Doc. Type : SA (G/L account document) Normal document
 Doc. Number 102085899 Company Code SSHE Fiscal Year 2012
 Doc. Date 06/15/2012 Posting Date 06/15/2012 Period 12
 Calculate Tax
 Ref.Doc. 75_1212A019
 Doc. Currency USD
 Doc. Hdr Text [REDACTED]

Itm	PK	Account	Account short text	Amount	Bu	Cost Ctr	Order	WBS element	Funds Center	Fund	Functional Area	Barnd Fnds	Text
1	50	117540	WE-Food Svc Dept Bil	37,888.84	75					7511001000			
[REDACTED]													
5	40	665110	Contractor Food Svcs	9,841.50	75	7533042124			7533042124	7533042124	3110		Conference, 13680
[REDACTED]													
18	40	665110	Contractor Food Svcs	3,197.70	75	7533042124			7533042124	7533042124	3110		Conference, 13690
[REDACTED]													

ACH PAYMENT REGISTER

Pennsylvania State System of Higher Education

User : [REDACTED]
 Date : 12/07/2015
 Time : 10:49:09

House Bank	House Bank Account I	Run Date	Identification	Payment Document	Payment Date	Currency	Amount Paid	Vendor Number	Name of Payee
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
75MD	75MDA	07/03/2012	75TF2	2005582344	07/05/2012	USD	37,888.84	2075467	ARAMARK SERVICES INC
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
*							321,711.30		

M & T WebInfofocus - Detail Reporting

- PRIOR DAY ACTIVITY

For: Thursday, July 05, 2012

Trans CODE 101 - 399 Credits

Trans CODE 401 - 699 Debits

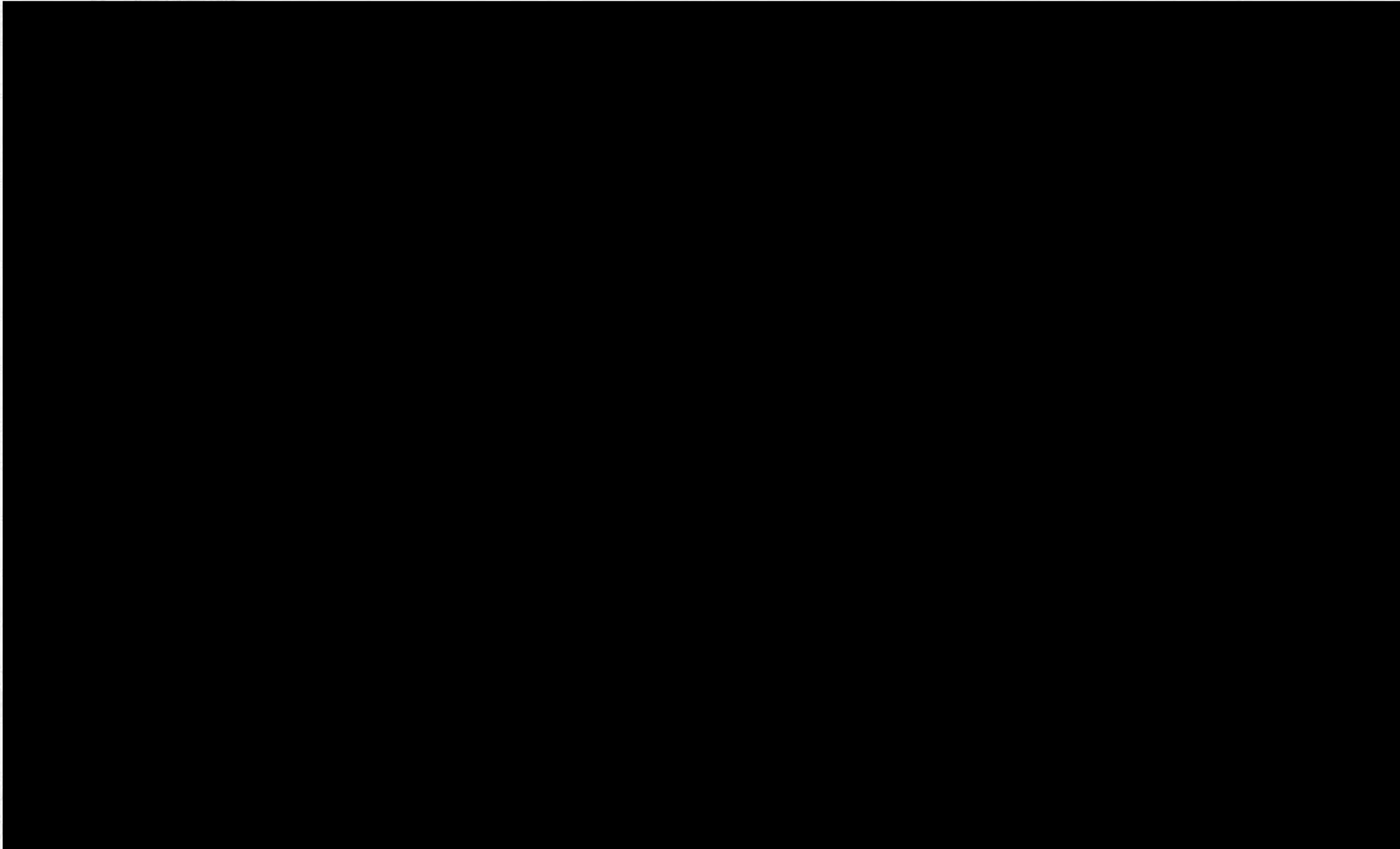
Date	Journal	WCU/SAP	SAP
JOURNAL	Writer	Journal	FEB
Written	Initials	CASH	Reconciled
		107573	



Trans Date Description Credit Debit Text Field



AP ACH Payment 7/5/2012 Preauth ACH DB 455 321,711.30 ACH LOCATION #0000000000 FROM:CO NAME=WEST CHESTER UNI;CO.ID#= ENTRY DESC=CCD ;INDIV NAME=WESTCHEST INDIV.ID#=-
SETT-PASSHE07 PAR=012187007103788 [Aramark and JC Morgan ACH]



Section IV. – Analysis of Transactional Activity –
Poetry Center Expenditures

Expenditure Reimbursements – Handout 8

OE17 – \$1,598

TRAVEL EXPENSE VOUCHER

WEST CHESTER UNIVERSITY OF PENNSYLVANIA

TRAVEL AUTHORIZATION #: _____

TRAVEL EXPENSE #: 2124-001

NAME Jamie Smith		BARGAINING UNIT/CLASS TITLE		EMPLOYEE ID#		SAP Cost Center or WBS Element 7533102124		CHARTFIELD #1		CHARTFIELD #2	
RESIDENCE STREET ADDRESS		CITY, STATE, ZIP CODE		CAMPUS PHONE 3235		HOME PHONE		SAP Account 6015110			
DELIVER CHECK TO: <input checked="" type="checkbox"/> HOME <input type="checkbox"/> OFFICE <input type="checkbox"/> OTHER (Identify)				DEPARTMENT NAME & LOCATION		AMOUNT ==>				\$1,597.94	

LOCATIONS ==>	FROM ==>	West Chester, PA						TO ==>	Washington, DC Chicago		
	DATE:	SUN	MON	TUE	WED	THR	FRI	SAT		LESS	NET
DEPARTURE/ARRIVAL TIME:	12:00 PM				8:30 AM	3/1/12	3/2/12	3/3/12	TOTAL	ADVANCE	SUBTOTAL

TRANSPORTATION COSTS											
AIRPLANE FARE					\$199.40				\$199.40		\$199.40 ✓
RAILROAD FARE											
PUBLIC GROUND FARE					\$45.00				\$45.00		\$45.00 ✓
PRIVATE AUTO MILEAGE									RATE:		
RENTAL VEHICLE COSTS											
TOLLS											
PARKING	\$55.00								\$55.00		\$55.00 ✓

LODGING & MEAL COSTS											
HOTEL / MOTEL ROOM					\$126.88	\$202.54	\$202.54	\$202.54	\$734.50		\$734.50 ✓
BREAKFAST					\$4.73	\$8.17	\$30.00		\$42.90		\$42.90 ✓
LUNCH					\$45.00	\$29.85	\$6.56	\$19.21	\$100.62		\$100.62 ✓
DINNER					\$18.00	\$42.69	\$23.50	\$34.75	\$118.94		\$118.94 ✓

OTHER EXPENSES											
REGISTRATION FEES											
BUSINESS PHONE CHARGES											
TIPS (Other than Meals)											
OTHER (Supply Details Below)	\$251.58				\$50.00				\$301.58		\$301.58 ✓

PURPOSE OF TRAVEL									Total Cost	Total Advance	Net Total
Travel expenses for Jamie Smith and graduate assistant [redacted] to attend the WWP conference and promote the WCU Poetry Center and Conference. Charges for [redacted] approved by Dean [redacted] Paid using Travel Card.									\$1,597.94		\$1,597.94
\$50 charge for checked bags on flight. \$251.58: Hotel room deposit for Kim Bridgford's room and Jamie Smith's room. (\$125.79 each)											

I certify that the statements and expenses claimed are correct, reasonable and were incurred in the performance of University duties and that I have not and will not accept reimbursement of any of these expenses from any other source. I further certify that if my personal automobile was used for University business during the period of travel claimed, insurance coverage was in effect to comply with the Pennsylvania Motor Vehicle Responsibility Law (Act 1984-11).

NET due Traveler: \$1,597.94

NET due University:

Jamie Smith
Traveler Printed Name

Kim Bridgford
Department Head Printed Name

[redacted]
Traveler Signature / Date

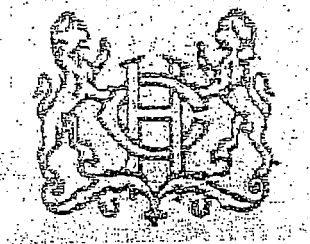
[redacted]
Department Head Signature / Date

[redacted]
Additional Approval / Date

Restricted Funds

IMPORTANT NOTE: ATTACH ALL RECEIPTS TO THIS FORM TO AVOID PROCESSING DELAYS

1900821458



SMITH, JAMIE

WCU POETRY CENTER
WEST CHESTER, PA 19383 US

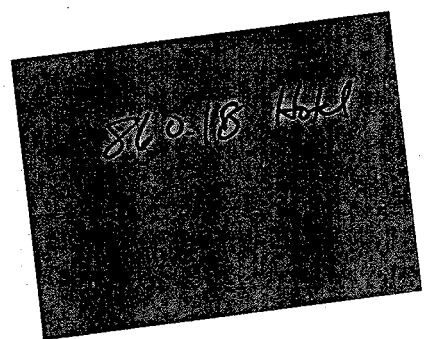
Room Number: 1215
Daily Rate: 174.00
Room Type: K2
No. of Guests: 2 / 0

ARRIVAL	DEPARTURE	CREDIT CARD	RATE PLAN	CATEGORY	ACCOUNT
2/29/2012	3/4/2012	XXXXXXXXXXXX	RACK	TRANS	00090516845

DATE	ROOM NO	DESCRIPTION	REFERENCE	AMOUNT
10/24/2011	1215	VISA ADVANCE DEPOSIT	VISA ADVANCE DEPOSIT	(\$125.79)
2/29/2012	1215	ROOM CHARGE	#1215 SMITH, JAMIE	\$109.00
2/29/2012	1215	STATE HOTEL TAX	STATE HOTEL TAX	\$12.97
2/29/2012	1215	CITY HOTEL TAX	CITY HOTEL TAX	\$4.91
3/1/2012	1215	ROOM CHARGE	#1215 SMITH, JAMIE	\$174.00
3/1/2012	1215	STATE HOTEL TAX	STATE HOTEL TAX	\$20.71
3/1/2012	1215	CITY HOTEL TAX	CITY HOTEL TAX	\$7.83
3/2/2012	1215	ROOM CHARGE	#1215 SMITH, JAMIE	\$174.00
3/2/2012	1215	STATE HOTEL TAX	STATE HOTEL TAX	\$20.71
3/2/2012	1215	CITY HOTEL TAX	CITY HOTEL TAX	\$7.83
3/3/2012	1215	ROOM CHARGE	#1215 SMITH, JAMIE	\$174.00
3/3/2012	1215	STATE HOTEL TAX	STATE HOTEL TAX	\$20.71
3/3/2012	1215	CITY HOTEL TAX	CITY HOTEL TAX	\$7.83

Handwritten notes:
 126.87
 202.5
 202.5
 202.5

Handwritten notes:
 Gross Due to Jamie.
 602.71
 794.34



TOTAL DUE: \$608.71

520 South Michigan Avenue
Chicago, Illinois 60605
(312)427-3800 FAX (312) 427-3972
Reservations Only Toll free 1-800-635-1666
www.congressplazahotel.com



Transacão : Repoi : Paymer : He :

Statement Detail

[Download Statement](#)

Account Number	[REDACTED]	Account Name	JAMIE SMITH
Billing Date	10/31/2011	Credit Limit	\$5,000.00
Due Date	11/25/2011	Available Credit	\$4,748.42
Statement Amount	\$251.58 (Pay)	Cash Limit	\$0.00
		Cash Available	\$0.00

Post Date	Tran Date	Reference	Description	City	State/Prov	MCC	Amount
10-26-2011	10-25-2011	24755421298732988617340	CONGRESS PLAZA HOTEL CONV	CHICAGO	IL	7011	\$125.79
10-26-2011	10-25-2011	24755421298732988617357	CONGRESS PLAZA HOTEL CONV	CHICAGO	IL	7011	\$125.79

Account Summary

Previous Balance \$0.00
 Purchases \$251.58
 Cash Advance \$0.00
 Credits \$0.00
 Payments \$0.00
 Other Charges \$0.00
 Finance Charges \$0.00
 New Balance \$251.58

538 S. Michigan Ave.
Chicago, IL 60605

MERCAT

a la planche

638 S. Michigan Ave.
Chicago, IL 60605

Server: Gerald DOB: 02/29/2012
26 PM 02/29/2012
Table 60/2 1/10001

Server: Gerald DOB: 02/29/2012
60/2 3:15 PM
1/10001

1048583

Special Request: JAMIE
Phone: 68636

Amount: 37.74

+ Tip: 7.26

= Total: 45.00

***Gratuity is NOT included on parties of 5 or less in Main Dining Room

Guest Copy

Wabos	0.00
Burger	13.00
Tax	3.00
Total	13.00
Items	
Subtotal	34.00
Tax	3.74
Total	37.74
Balance Due	37.74

***Gratuity is NOT included on parties of 5 or less in Main Dining Room

Join us for our legendary brunch! Every Sunday 11-3pm
\$25 per guest plus bottomless "build your own Bloody Marys & bottomless Mimosas!
Ask your server for details!

↑
Philadelphia Parking Authority
2/29/2012
3/04/2012
Fee \$55
cash
Int'l Airport

For Cab Service Call
1-773-508-9100

- Flat rates to airports
- Corporate Accounts

Most major credit cards accepted

Date 2/29/12 Time 1:49 pm

From O'Hare

To 520 S. Michigan

Cab No. _____ Driver _____

Cab Fare 42.45

\$45.00



LOST!

Lost something in a cab?
ChicagoDispatcher.com

Receipt Advertising: ChicagoDispatcher.com

SOUTH LOOP CLUB

701 S. State St.
Chicago, Illinois
Tel: (312) 427-2787
Check: 20485

SOUTH LOOP CLUB

701 S. State St.
Chicago, Illinois
Tel: (312) 427-2787
Check #: 20485

Server: Jennifer Date: 02/29/2012
Table: 9 Time: 20:53

Server: Jennifer Date: 02/29/2012
Table: 9 -2 Time: 20:40
Client: 3

SMITH/JAMIE
AUTH 069486 ONLINE
MERCHANT# 452020173717

1 Turk/Bacon Wrap 8.00
1 Gyros 5.50

SUBTOTAL \$ 14.92

SUB-TOTAL: 13.50
TAX: 1.42

TIP \$ 3.08

TOTAL: 14.92

\$ 18.00

It was our pleasure to serve you.
Join us in counting down to
St. Patrick's Day, Sat. Mar. 17

** LCC.

It was our pleasure to serve you.
Join us in counting down to
St. Patrick's Day, Sat. Mar. 17

Register: 1 Tran Seq No: 954870
Cashier: Jessica S.

Order Number: 870
Carry Out

Welcome to Dunkin' Donuts
Store #343845
406 S Michigan Avenue, Chicago
3/1/2012 8:06:58 AM

1 Muffin 1.49
1 RF Blueberry 1.75
1 Ht Coff MD-OrigBlnd (0.25)
1 Muffin&HotCoffe&MD

Sub. Total: \$2.99
Tax: \$0.32
Total: \$3.31
Discount Total: (\$0.25)

Change \$16.69
Cash \$20.00

HEY AMERICA!

WANT A FREE DONUT WHEN YOU PURCHASE A
MEDIUM OR LARGER BEVERAGE?
Go to www.telldunkin.com on your
computer or mobile device in the next
3 days and tell us about your visit.

Te invitamos a participar en
nuestra encuesta.

Survey Code: 07002-43845-0803-0125

Enter Validation Code:
Bring receipt with code to redeem offer.

Visit DunkinDonuts.com for
redemption restrictions.
Franchisee: Please use PLU #201

THANK YOU FOR YOUR BUSINESS !!
SEE YOU AGAIN SOON !!



West Chester University of Pennsylvania
Accounts Payable Office
West Chester, PA 19383

1000181905

04/04/2012

VOID AFTER 180 DAYS

PAY *** ONE THOUSAND FIVE HUNDRED NINETY-SEVEN USD and NINETY-FOUR Cents

\$ 1,597.94

TO
THE
ORDER
OF

JAMIE SMITH

Manual Signature required
\$50,000.00 and over.

DOCUMENT PROTECTED BY POSITIVE PAY. ARTIFICIAL WATERMARK ON BACK. HOLD AT ANGLE TO VIEW.

ENCORSE HERE
X *Jamie Smith*

DO NOT WRITE, STAMP, OR SIGN BELOW THIS LINE
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Section IV. – Analysis of Transactional Activity –
Poetry Center Expenditures

Expenditure Reimbursements – Handout 9

OE21 – \$3,417

General Ledger Report

PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION

Date: 12/03/2015

User: [REDACTED]

General Ledger Report

Time: 14:02:09

Client: PRD300

Bus Area - 75 ; F.Year - 2013 ; Fund - 7533102124

Page: 1

Business Area 75 West Chester
 Fund 7533102124 Iris N. Spencer Poetry Awards
 Fund Center 7533102124 Iris N. Spencer Poetry Awards
 Account 615110 Training/Develop Travel (attending conferences)

Posting Date	Doc. Number	DT	Item Description	Amount	User	Entry Date	Vendor
Beginning Balance (07/01/2012)				0.00			
08/03/2012	1900855361	KR	[REDACTED] MB/AUG2012/POETRYCONFERENCE	138.00	[REDACTED]	08/03/2012	2174664 [REDACTED]
08/03/2012	1900855363	KR	[REDACTED] B/AUG2012/POETRYCONFERENCE	147.00	[REDACTED]	08/03/2012	2162947 [REDACTED]
08/03/2012	1900855368	KR	[REDACTED] AUG2012/POETRYCONFERENCE	521.96	[REDACTED]	08/03/2012	2152353 [REDACTED]
09/04/2012	1900860318	KR	[REDACTED] POETRY CONF. WKSHR	359.60	[REDACTED]	09/04/2012	2111182 [REDACTED]
09/04/2012	1900860347	KR	K.BRIDGFORD/REIMB-CELLIST AIRFARE	2,250.60	[REDACTED]	09/04/2012	5022616 [REDACTED]
11/07/2012	102206968	SA	Iris Spencer/Poetry Center	3,417.16-	[REDACTED]	11/07/2012	[REDACTED]
Ending Balance (06/30/2013)				0.00			

Account 625399 Other Professional Services

Posting Date	Doc. Number	DT	Item Description	Amount	User	Entry Date	Vendor
Beginning Balance (07/01/2012)				0.00			
[REDACTED]							

Account: 625399 Other Professional Services Ending Balance (06/30/2013) 5,680.00



Payment Request Form

This form is used to authorize payment to a company or individual when a requisition / purchase order is not required. Original receipt(s) and/or invoice(s) must be attached. This form is **not** to be utilized for travel reimbursements. Completed forms should be sent to Finance and Business Services, 201 Carter Drive, Suite 200. Incomplete forms will be returned.

This Payment Request is for:

- Registration - Conference/Event {When P-Card is not accepted}
- Reimbursement to Employee {Excluding Travel}
- Subscription/Periodical
- Stipend - Award to Student
- License Fee - Non-Software

Departmental Tracking #: 7533042124-20-12

- Membership
- Refund
- Honorarium

An honorarium is a one-time payment made to an individual for a special and non-recurring activity or event for which a fee is not legally or traditionally required. The intent is to show appreciation for participation in University educational, research, or public service activities or events.

Payee Information

Name: [REDACTED]
 Address: [REDACTED]
 Campus: [REDACTED]
 City: [REDACTED]
 State: [REDACTED]
 SSN: [REDACTED]

Tax ID or SSN is required when compensation is remitted to individuals who provide services to WCU, but are not employees.

Payment Information

Check Total Amount: \$138.00

Date Check Needed: _____

Check here if you wish AP to hold the check for pick-up (do not mail).

Picked up by: 5/30/08

Mail Attached with Check (Must provide 2 copies; File copy / Mailing copy)

Distribution of Charges

	SAP Cost Center (10 Characters)	Cost Center Name	SAP GL Account (6 Characters)	SAP WBS Element (12 Characters)	Amount
1.	7533042124	Poetry Conference	615110		\$ 138.00
2.					
3.					
4.					
Total =					\$ 138.00

Purpose of Payment - Describe who, what, why, when, where...

Any request for reimbursement must include an itemized receipt for the item(s) purchased (i.e. credit card receipt which itemized the transaction), proof of prior payment (if paid by check a copy of the front and back of cancelled checks are required or an itemized receipt). For reimbursements of food expense, include the reason (tie to University mission/function), the persons attending (WCU and non-WCU), and attach itemized receipts from the restaurant along with credit card receipt, and your area Vice-President or Dean must sign the form. Any request without required documentation will be returned.

Travel reimbursement for [REDACTED] to speak on a panel at the WCU Poetry Conference June 6-9, 2012.

Approvals

Requestor: Jamie Smith _____ 6/27/12 3235
 {Please Print} {Signature} Date Phone

Approver: Kim Bridgford _____ 6/27/12
 {Please Print} {Signature} Date

Approver: _____
 {Please Print} {Signature} Date

Do Not Write Below This Line - For Finance and Business Services Use Only

SAP Vendor ID: _____ Restricted Funds Approval: _____ Date: _____
 SAP Invoice #: _____
 1099: Yes No Checked By: _____ Date: _____



West Chester University of Pennsylvania
Accounts Payable Office
West Chester, PA 19383

1000188231

08/07/2012

VOID AFTER 180 DAYS

PAY *** ONE HUNDRED THIRTY-EIGHT USD and ZERO Cents *****

\$ 138.00

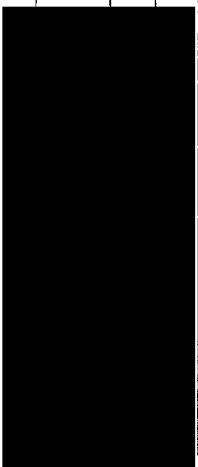
TO
THE
ORDER
OF



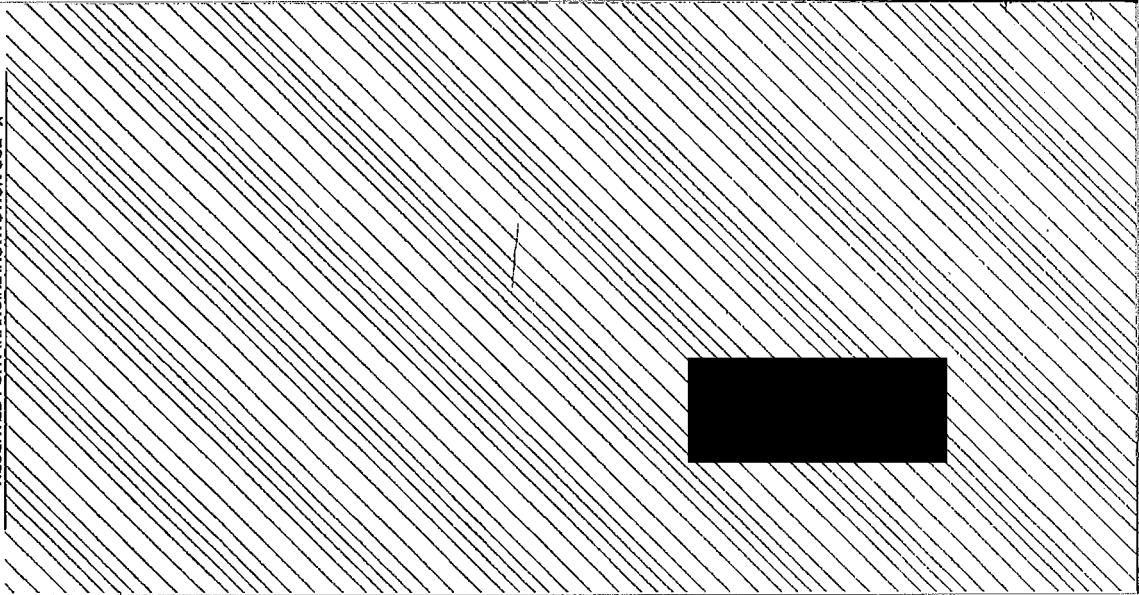
Manual Signature required
\$50,000.00 and over.



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Payment Request Form

This form is used to authorize payment to a company or individual when a requisition / purchase order is not required. Original receipt(s) and/or invoice(s) must be attached. This form is not to be utilized for travel reimbursements. Completed forms should be sent to Finance and Business Services, 201 Carter Drive, Suite 200. Incomplete forms will be returned.

This Payment Request is for:

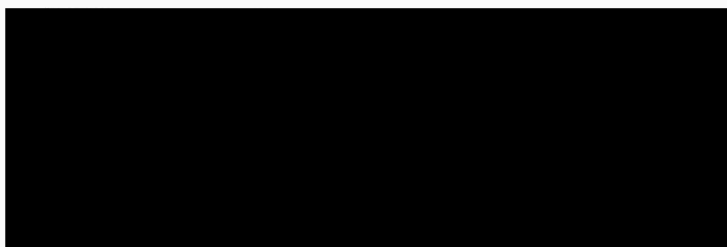
- Registration - Conference/Event {When P-Card is not accepted}
- Reimbursement to Employee {Excluding Travel}
- Subscription/Periodical
- Stipend - Award to Student
- License Fee - Non-Software

Departmental Tracking #: 7533042124-22-12

- Membership
- Refund
- Honorarium

An honorarium is a one-time payment made to an individual for a special and non-recurring activity or event for which a fee is not legally or traditionally required. The intent is to show appreciation for participation in University educational, research, or public service activities or events.

Payee Information



Tax ID or SSN is required when compensation is remitted to individuals who provide services to WCU, but are not employees.

Payment Information

Check Total Amount: \$147.00

Date Check Needed: _____

Check here if you wish AP to hold the check for pick-up (do not mail).

Picked up by: 5/30/08

Mail Attached with Check (Must provide 2 copies; File copy / Mailing copy)

Distribution of Charges

	SAP Cost Center (10 Characters)	Cost Center Name	SAP GL Account (6 Characters)	SAP WBS Element (12 Characters)	Amount
1.	7533042124	Poetry Conference	615110		\$ 147.00
2.					
3.					
4.					
Total =					\$ 147.00

Purpose of Payment - Describe who, what, why, when, where...

Any request for reimbursement must include an itemized receipt for the item(s) purchased (i.e. credit card receipt which itemized the transaction), proof of prior payment (if paid by check a copy of the front and back of cancelled checks are required or an itemized receipt). For reimbursements of food expense, include the reason (tie to University mission/function), the persons attending (WCU and non-WCU), and attach itemized receipts from the restaurant along with credit card receipt, and your area Vice-President or Dean must sign the form. Any request without required documentation will be returned.

Travel reimbursement for [redacted] to teach a workshop at the WCU Poetry Conference June 6-9, 2012.

Approvals

Requestor: Jamie Smith _____ 6/27/12 3235
 {Please Print} {Signature} Date Phone

Approver: Kim Bridgford _____ 6/27/12
 {Please Print} {Signature} Date

Approver: _____
 {Please Print} {Signature} Date

Do Not Write Below This Line - For Finance and Business Services Use Only

SAP Vendor ID: _____ Restricted Funds Approval: _____ Date: _____
 SAP Invoice #: _____
 1099: Yes No Checked By: _____ Date: _____



West Chester University of Pennsylvania
Accounts Payable Office
West Chester, PA 19383

1000188240

08/07/2012

VOID AFTER 180 DAYS

PAY *** ONE HUNDRED FORTY-SEVEN USD and ZERO Cents *****

\$ 147.00

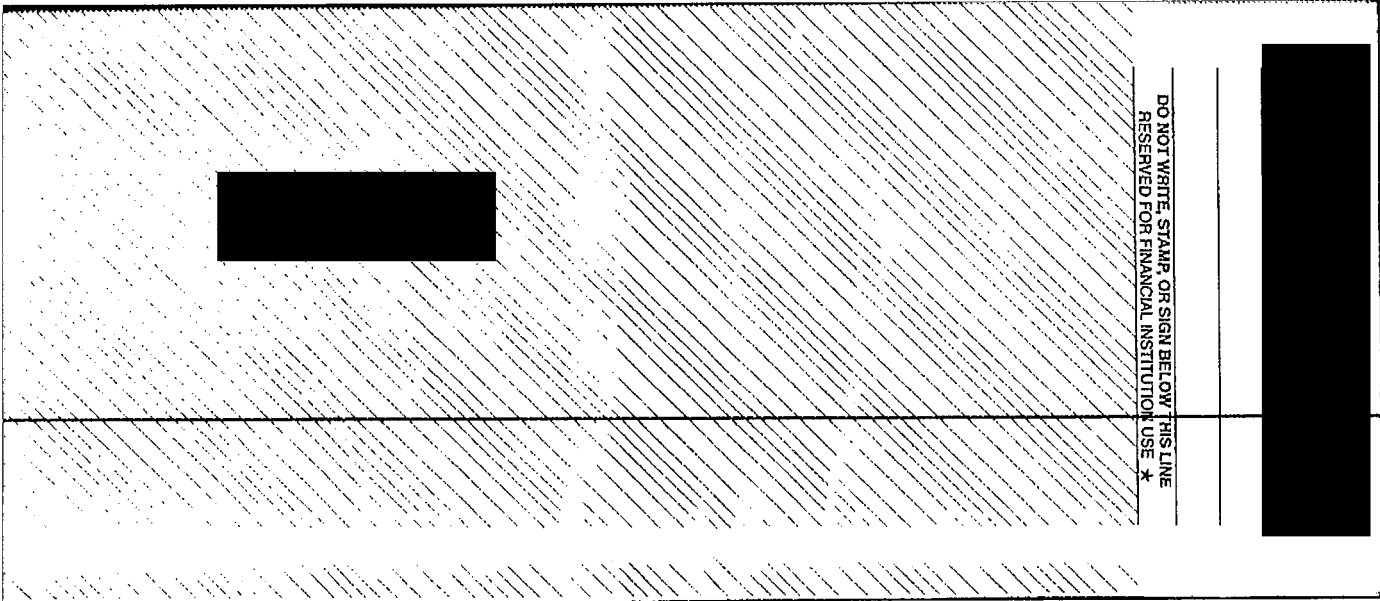
TO
THE
ORDER
OF



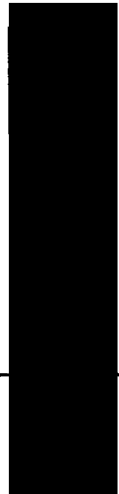
Manual Signature required
\$50,000.00 and over.



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2152353.1900853368



Payment Request Form

This form is used to authorize payment to a company or individual when a requisition / purchase order is not required. Original receipt(s) and/or invoice(s) must be attached. This form is not to be utilized for travel reimbursements. Completed forms should be sent to Finance and Business Services, 201 Carter Drive, Suite 200. Incomplete forms will be returned.

This Payment Request is for:

- Registration - Conference/Event {When P-Card is not accepted}
- Reimbursement to Employee {Excluding Travel}
- Subscription/Periodical
- Stipend - Award to Student
- License Fee - Non-Software

Departmental Tracking #: 7533042124-21-12

- Membership
- Refund
- Honorarium

An honorarium is a one-time payment made to an individual for a special and non-recurring activity or event for which a fee is not legally or traditionally required. The intent is to show appreciation for participation in University educational, research, or public service activities or events.

Payee Information	Payment Information
<p>Name: [REDACTED]</p> <p>Address: [REDACTED]</p> <p>Campus: [REDACTED]</p> <p>City: [REDACTED]</p> <p>State: [REDACTED]</p> <p>SSN: [REDACTED]</p> <p><small>Tax ID or SSN is required when compensation is remitted to individuals who provide services to WCU, but are not employees.</small></p>	<p>Check Total Amount: <u>\$521.96</u></p> <p>Date Check Needed: _____</p> <p><input type="checkbox"/> Check here if you wish AP to hold the check for pick-up (do not mail).</p> <p>Picked up by: _____</p> <p><input type="checkbox"/> Mail Attached with Check (Must provide 2 copies; File copy / Mailing copy)</p>

Distribution of Charges					
#	SAP Cost Center (10 Characters)	Cost Center Name	SAP GL Account (6 Characters)	SAP WBS Element (12 Characters)	Amount
1.	7533102124	Iris N. Spencer	615110		\$ 521.96
2.					
3.					
4.					
Total =					\$ 521.96

Purpose of Payment - Describe who, what, why, when, where.

Any request for reimbursement must include itemized receipt for the item(s) purchased (i.e. credit card receipt which itemized the transaction), proof of prior payment (if paid by check a copy of the front and back of cancelled checks are required for an itemized receipt), and reimbursements of food expense include the reason for the University mission/function, the persons attending (WCU and non-WCU), and attach itemized receipts from the restaurant along with credit card receipt, and your area Vice President or Dean must sign the form. Any request without required documentation will be returned.

Travel reimbursement for [REDACTED] to give a poetry reading at President [REDACTED]'s home on April 14, 2012. Travel reimbursement for [REDACTED] to teach a three day workshop at the WCU on June 6-9, 2012.

FY 12
APPROVED [Signature]

Approvals			
Requestor: <u>Jamie Smith</u> <small>{Please Print}</small>	<u>[Signature]</u> <small>{Signature}</small>	7/24/2012 <small>Date</small>	3235 <small>Phone</small>
Approver: <u>Kim Bridgford</u> <small>{Please Print}</small>	<u>[Signature]</u> <small>{Signature}</small>	7/24/2012 <small>Date</small>	
Approver: _____ <small>{Please Print}</small>	_____ <small>{Signature}</small>	_____ <small>Date</small>	

Do Not Write Below This Line For Finance and Business Services Use Only

SAP Vendor ID: _____	Restricted Funds Approval: [REDACTED]	Date: <u>8/2/12</u>
SAP Invoice #: _____	Checked By: _____	Date: <u>8/3/12</u>
1099: <input type="checkbox"/> Yes <input type="checkbox"/> No		

Finance and Business Services Revision: 08/13/2007



West Chester University of Pennsylvania
Accounts Payable Office
West Chester, PA 19383

1000188251

08/07/2012

VOID AFTER 180 DAYS

PAY *** FIVE HUNDRED TWENTY-ONE USD and NINETY-SIX Cents *****

\$ 521.96

TO
THE
ORDER
OF



Manual Signature required
\$50,000.00 and over.



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DO NOT WRITE, STAMP, OR SIGN
RESERVED FOR FINANCIAL INSTITUTION USE *

**Section IV. – Analysis of Transactional Activity –
Poetry Center Expenditures**

Expenditure Reimbursements – Handout 10

OE26 – \$962

PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION

Date:12/04/2015

Time: 12:17:00

Page: 1

User: [REDACTED]

General Ledger Report

Client: PRD300

Bus Area - 75 ; F.Year - 2014 ; Fund - 7533042124

Business Area 75 West Chester

Fund 7533042124 Poetry Center / Conference

Fund Center 7533042124 Poetry Center / Conference

Account 615110 Training/Develop Travel (attending conferences)

Begining Balance (07/01/2013)

0.00

Posting Date	Doc. Number	DT	Item Description	Amount	User	Entry Date	Vendor
--------------	-------------	----	------------------	--------	------	------------	--------

07/02/2013	1900934068	FR	;/TRVLREIMBPOETRYCONF/JULY2013/POETRYCON	962.39		07/02/2013	2174244
------------	------------	----	--	--------	--	------------	---------

Account:615110	Training/Develop Travel (attendi	Ending Balance (06/30/2014)	8,050.61
----------------	----------------------------------	-----------------------------	----------

OE 26



Payment Request Form

This form is used to authorize payment to a company or individual when a requisition / purchase order is not required. Original receipt(s) and/or invoice(s) must be attached. This form is not to be utilized for travel reimbursements. Completed forms should be sent to Finance and Business Services, 201 Carter Drive, Suite 200. Incomplete forms will be returned.

This Payment Request is for:

- Registration - Conference/Event {When P-Card is not accepted}
- Reimbursement to Employee {Excluding Travel}
- Subscription/Periodical
- Stipend - Award to Student
- License Fee - Non-Software

Departmental Tracking #: 7533042124-17-13

- Membership
- Refund
- Honorarium

An honorarium is a one-time payment made to an individual for a special and non-recurring activity or event for which a fee is not legally or traditionally required. The intent is to show appreciation for participation in University educational, research, or public service activities or events.

Payee Information

Name: [REDACTED]
 Address: [REDACTED]
 Campus: [REDACTED]
 City: [REDACTED]
 State: [REDACTED]
 SSN: [REDACTED]

Tax ID or SSN is required when compensation is remitted to individuals who provide services to WCU, but are not employees.

Payment Information

Check Total Amount: \$962.39
 Date Check Needed: _____
 Check here if you wish AP to hold the check for pick-up (do not mail).
 Picked up by: 5/30/08
 Mail Attached with Check (Must provide 2 copies; File copy / Mailing copy)

Distribution of Charges

	SAP Cost Center {10 Characters}	Cost Center Name	SAP GL Account {6 Characters}	SAP WBS Element {12 Characters}	Amount
1.	7533042124	Poetry Conference	615110		\$ 962.39
2.					
3.					
4.					
Total =					\$ 962.39

Purpose of Payment - Describe who, what, why, when, where...

Any request for reimbursement must include an itemized receipt for the item(s) purchased (i.e. credit card receipt which itemized the transaction), proof of prior payment (if paid by check a copy of the front and back of cancelled checks are required or an itemized receipt). For reimbursements of food expense, include the reason (tie to University mission/function), the persons attending (WCU and non-WCU), and attach itemized receipts from the restaurant along with credit card receipt, and your area Vice-President or Dean must sign the form. Any request without required documentation will be returned.

Travel reimbursement for [REDACTED] to lead a critical seminar at the WCU Poetry Conference June 5-8, 2013. Reimbursed for flight at 739.33 Euros converts to \$962.39..

Approvals

Requestor: Jamie Smith 6/26/13 3235
 {Please Print} {Signature} Date Phone

Approver: Kim Bridgford 6/26/13
 {Please Print} {Signature} Date

Approver: _____
 {Please Print} {Signature} Date

Do Not Write Below This Line - For Finance and Business Services Use Only

SAP Vendor ID: _____ Restricted Funds Approval: _____ Date: _____
 SAP Invoice #: _____
 1099: Yes No Checked By: _____ Date: _____

Area Clienti > Prenotazioni passate > Ordine numero 183960545

- I miei dati
- Le mie ricerche
- I miei voucher
- Esci
- Le tue prenotazioni
- Prenotazioni confermate
- Prenotazioni in attesa
- Prenotazioni passate
- Prenotazioni con rimborsi

 Ordine numero 183960545 del 07/03/2013 - CONFIRMATA Volo 739.33 €

volo Venezia + Treviso Tutti apt. - New York NY John F. Kennedy International

Per volare / transitare negli Stati Uniti devi ottenere l'autorizzazione ESTA

Il volo prevede degli scali

volo New York NY - Venezia + Treviso: Il giorno di partenza è diverso dal giorno di arrivo

E' possibile effettuare il webcheckin. E' obbligatorio effettuare il webcheckin per il volo (Air France/KLM) per tutte le tratte in partenza dagli aeroporti di Bologna, Firenze, Milano Linate e Malpensa, Torino e Venezia.

Questa compagnia aerea ti permette di effettuare il check-in online. Per effettuare direttamente l'operazione [clicca qui](#) Per i voli Air France/KLM (classe Economy) in partenza dagli aeroporti di Bologna, Firenze, Milano Linate e Malpensa, Torino e Venezia non sono piu' disponibili i banchi di accettazione in aeroporto, per questo motivo è necessario effettuare il checkin online o fare l'accettazione presso i terminali di self check-in in aeroporto. Attenzione: Se la numerazione del volo inizia per AF98xx e KL34xx l'Internet checkin deve essere effettuato sul [sito Alitalia](#) Per i voli di lungo raggio, in fase di checkin online, puoi scegliere di prenotare a pagamento l'opzione Sedile Plus per avere la possibilità di viaggiare con più spazio per le gambe in cabina Voyageur.

E' possibile effettuare il webcheckin

Questa compagnia consente di effettuare il check-in online. [Clicca qui](#). Ti verrà chiesto di indicare nome, cognome e il numero di biglietto elettronico (e-tkt) che trovi nella mail di conferma prenotazione.

Se il tuo volo, operato da Alitalia, Air France o KLM, è in partenza da Francia, Paesi Bassi, Serbia, Egitto, Tunisia, Uk (Lcy), Usa (Lax) il check-in online può essere effettuato [sul sito airfrance](#) Se invece il volo parte dai Paesi Bassi o dall'Austria, puoi effettuare il check-in online [sul sito klm](#). Attenzione: per effettuare il check-in online è necessario inserire il numero di biglietto come identificativo. Il numero di prenotazione Alitalia non può essere usato. Se il tuo volo è operato AirOne, il check-in online può essere effettuato [sul sito airone](#). I passeggeri che volano sulla rotta Roma Fiumicino - Milano Linate, Milano Malpensa, Venezia, Torino, Milano Orio Al Serio, Cagliari, Palermo, Verona possono effettuare il mobile check-in, all'indirizzo <http://mobile.alitalia.it/SearchTicket.aspx>. Il servizio è utilizzabile 30 ore a 30 minuti prima dell'orario di partenza del volo, ed è disponibile solo per cellulari con accesso ad Internet dotati del sistema operativo Windows Mobile. Ti verrà richiesto di indicare: nome, cognome e numero di biglietto elettronico (e-tkt). Riceverai poi un SMS con il link alla tua carta d'imbarco elettronica con il codice a barre. Al momento dell'imbarco posiziona il cellulare con il codice a barre sopra lo schermo del lettore ottico presente al gate e mostra il documento di identità all'addetto.

ANDATA

COMPAGNIA: Air France		Volo: AF 1127	pnr: 54YTNS	Classe: Economy
da:	Venezia	giorno	sab 01 giu 2013	Ora 09:55
a:	Parigi Charles De Gaulle	giorno	sab 01 giu 2013	Ora 11:45
da:	Parigi Charles De Gaulle	giorno	sab 01 giu 2013	Ora 14:10
a:	New York NY J.F.K Int.	giorno	sab 01 giu 2013	Ora 16:25

RITORNO

COMPAGNIA: Alitalia		Volo: AZ 7617	pnr: MJJRAI	Classe: Economy
da:	New York NY J.F.K Int.	giorno	dom 09 giu 2013	Ora 20:25
a:	Venezia	giorno	lun 10 giu 2013	Ora 11:05

Consulta la [pagina delle informazioni sulle compagnie aeree](#) per vedere le disposizioni delle tue compagnie in termini di pesi, dimensioni bagagli, rimborsi ecc. (scegli dall'apposito menu a tendina le compagnie interessate)

VIAGGIATORE: Gregory Dowling

PASSEGGERO 1 ADULTO

 DATA DI NASCITA: **18/04/1956**
DOCUMENTO: **705286939**

DOCUMENTI

STAMPA INVIA E-MAIL

Compagnie aeree

Voli Ryanair
 Voli easyJet
 Voli AirBerlin
 Voli Alitalia
 Voli AirFrance
 Voli BritishAirways

Destinazioni

Voli Londra
 Voli Berlino
 Voli Parigi
 Voli Catania
 Voli Palermo
 Voli Roma

Su di Noi

Chi siamo
 Vantaggi
 Termini e condizioni

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West Chester University of Pennsylvania
Accounts Payable Office
West Chester, PA 19383

1000213362

07/02/2013

VOID AFTER 180 DAYS

PAY *** NINE HUNDRED SIXTY-TWO USD and THIRTY-NINE Cents *****

\$ 962.39

TO
THE
ORDER
OF



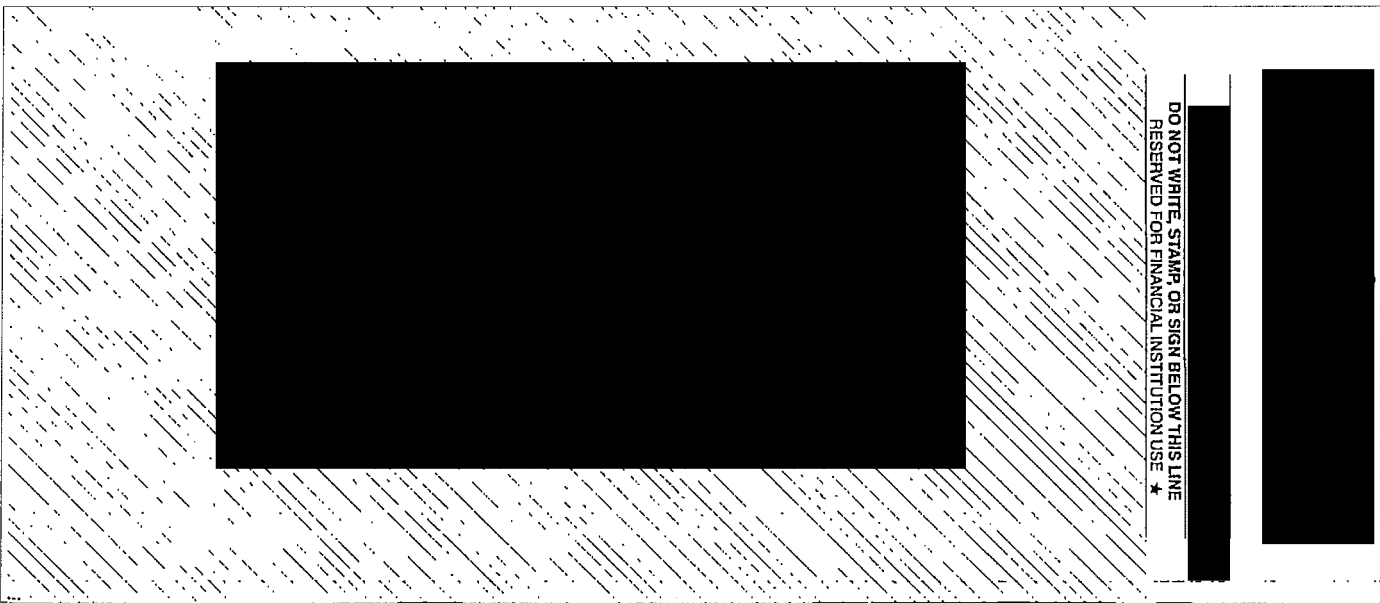
BANCA NAZIONALE DEL LAVORO S.P.A.
AG. VENEZIA - 7800



Manual Signature required
\$50,000.00 and over.



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Section IV. – Analysis of Transactional Activity –
Poetry Center Expenditures

Honorariums – Handout 11

OE12 – \$20,000

PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION

Date: 12/03/2015

User: [REDACTED]

General Ledger Report

Time: 12:51:23

Client: PRD300

Bus Area - 75 ; F. Year - 2011 ; Fund - 7533132124

Page: 7

Business Area 75 West Chester
 Fund 7533132124 Story Line Press
 Fund Center 7533132124 Story Line Press
 Account 625410 Honararia - General

Posting Date	Doc. Number	DT	Item Description	Amount	User	Entry Date	Vendor
05/24/2011	1900750179	KR	Honorarium, Workshop @ Poetry Conference.	2,500.00	[REDACTED]	05/24/2011	2111179
05/24/2011	1900750165	KR	Honorarium, Workshop @ Poetry Conference.	2,500.00	[REDACTED]	05/24/2011	2140435
05/24/2011	1900750160	KR	Honorarium, Workshop @ Poetry Conference.	2,500.00	[REDACTED]	05/24/2011	2111182
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
05/24/2011	1900750148	KR	Honorarium, Workshop @ Poetry Conference.	2,500.00	[REDACTED]	05/24/2011	2163056
05/24/2011	1900750154	KR	Honorarium, Workshop @ Poetry Conference.	2,500.00	[REDACTED]	05/24/2011	2163059
05/24/2011	1900750169	KR	Honorarium, Workshop @ Poetry Conference.	2,500.00	[REDACTED]	05/24/2011	2111622
05/24/2011	1900750186	KR	Honorarium, Workshop @ Poetry Conference.	2,500.00	[REDACTED]	05/24/2011	2111180
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
05/24/2011	1900750172	KR	Honorarium, Workshop @ Poetry Conference.	2,500.00	[REDACTED]	05/24/2011	2156759

DE 12

216 3056 1900750148



Payment Request Form

This form is used to and/or invoice(s) mt. and Business Servic

then a requisition / purchase order is not required. Original receipt(s) r travel reimbursements. Completed forms should be sent to Finance ns will be returned.

This Payment Request is


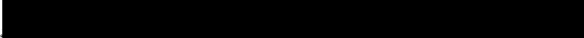
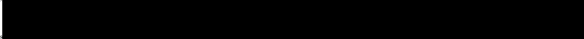
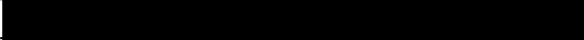
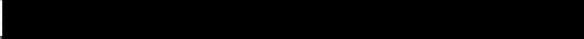
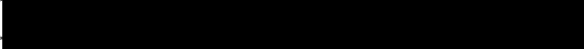
- Registration - Conference
- Reimbursement to Emplo
- Subscription/Periodical
- Stipend - Award to Student
- License Fee - Non-Software

Departmental Tracking #: 7533132124-11-46

- Membership
- Refund
- Honorarium

An honorarium is a one-time payment made to an individual for a special and non-recurring activity or event for which a fee is not legally or traditionally required. The intent is to show appreciation for participation in University educational, research, or public service activities or events.

Payee Information

Name: 
 Address: 
 Campus: 
 City: 
 State: 
 SSN: 

Tax ID or SSN is required when compensation is remitted to individuals who provide services to WCU, but are not employees.

Payment Information

Check Total Amount: \$2,500.00
 Date Check Needed: 6/3/11

Check here if you wish AP to hold the check for pick-up (do not mail).

Picked up by: _____


Mail Attached with Check (Must provide 2 copies; File copy / Mailing copy)

Distribution of Charges

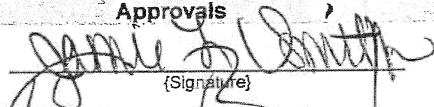
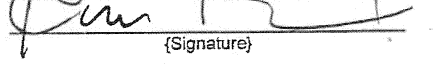
	SAP Cost Center (10 Characters)	Cost Center Name	SAP GL Account (6 Characters)	SAP WBS Element (12 Characters)	Amount
1.	7533132124	Cont. Poetry Review	625410		\$ 2,500.00
2.					
3.					
4.					
Total =					\$ 2,500.00

Purpose of Payment - Describe who, what, why, when, where...

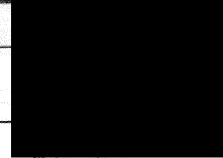
Any request for reimbursement must include an itemized receipt for the item(s) purchased (i.e. credit card receipt which itemized the transaction), proof of prior payment (if paid by check a copy of the front and back of cancelled checks are required or an itemized receipt). For reimbursements of food expense, include the reason (tie to University mission/function), the persons attending (WCU and non-WCU), and attach itemized receipts from the restaurant along with credit card receipt, and your area Vice-President or Dean must sign the form. Any request without required documentation will be returned.

Honorarium for  to teach a workshop at the WCU Poetry Conference held June 8-11, 2011.

Approvals

Requestor: Jamie Smith  5/23/11 3235
 {Please Print} {Signature} Date Phone
 Approver: Kim Bridgford  5/23/11
 {Please Print} {Signature} Date
 Approver: _____
 {Please Print} {Signature} Date

Do Not Write Below This Line - For Finance and Business Services Use Only

SAP Vendor ID: _____ Restricted Funds Approval:  Date: 5/23/11
 SAP Invoice #: _____
 1099: Yes No Checked By: _____ Date: 5/24/11



West Chester University of Pennsylvania
Accounts Payable Office
West Chester, PA 19383



1000153180

05/27/2011

VOID AFTER 180 DAYS

PAY *** TWO THOUSAND FIVE HUNDRED USD and ZERO Cents *****

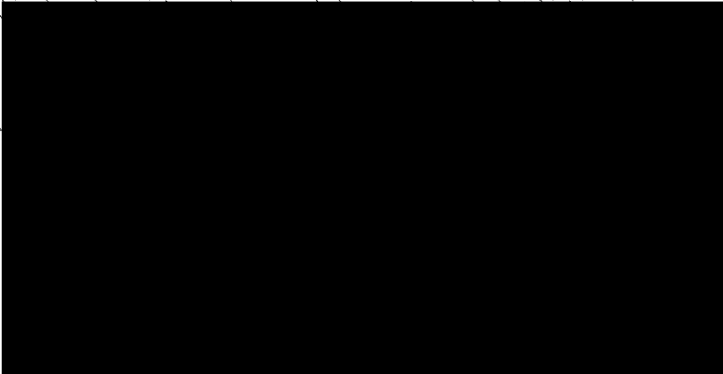
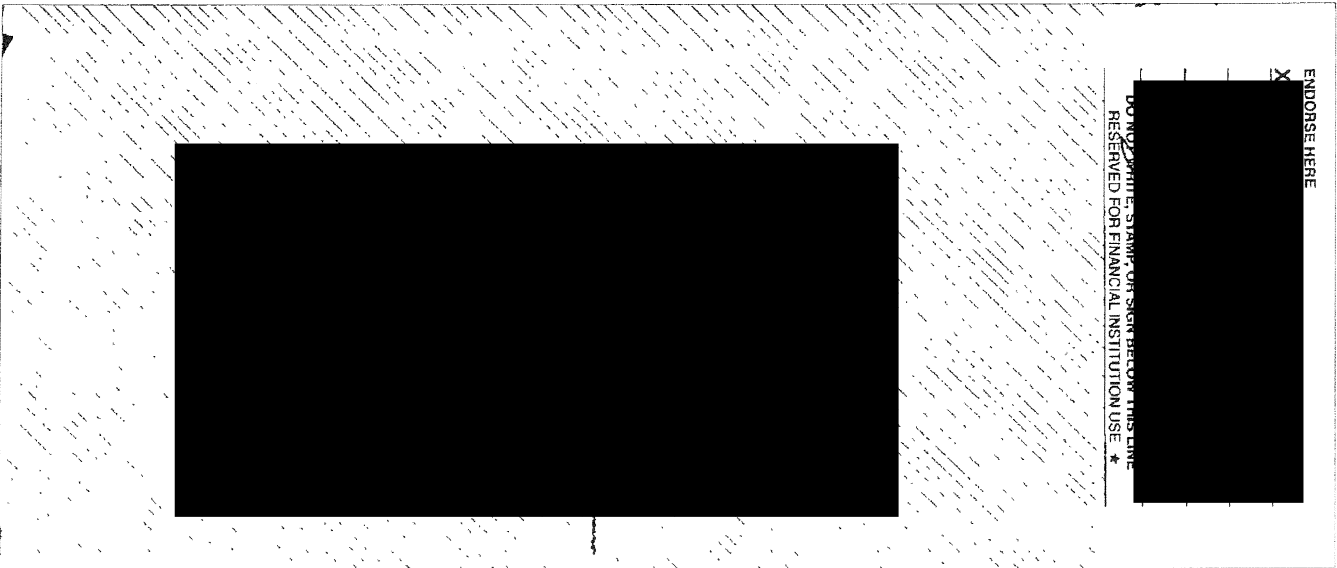
\$ 2,500.00

TO
THE
ORDER
OF



Manual Signature required
\$50,000.00 and over.

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ENDORSE HERE

Check Number: 1000153180

Check Date : 05/27/2011

Vendor Number: 2163056

Invoice Number	Invoice Date	Document Text	Gross Amount	Discount	Net Amount
7533132124-11-46	05/24/2011	LB Honorarium, Workshop @ Poetry Co	2,500.00	0.00	2,500.00
		Check Total.....			\$ 2,500.00



Payment Request Form

This form is used to authorize payment to a company or individual when a requisition / purchase order is not required. Original receipt(s) and/or invoice(s) must be attached. This form is not to be utilized for travel reimbursements. Completed forms should be sent to Finance and Business Services, 201 Carter Drive, Suite 200. Incomplete forms will be returned.

This Payment Request is for:

- Registration - Conference/Event {When P-Card is not accepted}
- Reimbursement to Employee {Excluding Travel}
- Subscription/Periodical
- Stipend - Award to Student
- License Fee - Non-Software

Departmental Tracking #: 7533132124-11-30

- Membership
- Refund
- Honorarium

An honorarium is a one-time payment made to an individual for a special and non-recurring activity or event for which a fee is not legally or traditionally required. The intent is to show appreciation for participation in University educational, research, or public service activities or events.

Payee Information

Name: [REDACTED]
 Address: [REDACTED]
 Campus: [REDACTED]
 City: [REDACTED]
 State: [REDACTED]
 SSN: [REDACTED]

Tax ID or SSN is required when compensation is remitted to individuals who provide services to WCU, but are not employees.

Payment Information

Check Total Amount: \$2,500.00

Date Check Needed: 6/3/2011

Check here if you wish AP to hold the check for pick-up (do not mail).

Picked up by: _____

Mail Attached with Check (Must provide 2 copies; File copy / Mailing copy)

Distribution of Charges

	SAP Cost Center {10 Characters}	Cost Center Name	SAP GL Account {6 Characters}	SAP WBS Element {12 Characters}	Amount
1.	7533132124	Cont. Poetry Review	625410		\$ 2,500.00
2.					
3.					
4.					
Total =					\$ 2,500.00

Purpose of Payment - Describe who, what, why, when, where...

Any request for reimbursement must include an itemized receipt for the item(s) purchased (i.e. credit card receipt which itemized the transaction), proof of prior payment (if paid by check a copy of the front and back of cancelled checks are required or an itemized receipt). For reimbursements of food expense, include the reason (tie to University mission/function), the persons attending (WCU and non-WCU), and attach itemized receipts from the restaurant along with credit card receipt, and your area Vice-President or Dean must sign the form. Any request without required documentation will be returned.

Honorarium for [REDACTED] to teach a workshop at the WCU Poetry Conference held June 8-11, 2011.

Approvals

Requestor: Jamie Smith _____ 5/20/2011 3235
 {Please Print} {Signature} Date Phone

Approver: Kim Bridgford _____
 {Please Print} {Signature} Date

Approver: _____
 {Please Print} {Signature} Date

Do Not Write Below This Line - For Finance and Business Services Use Only

SAP Vendor ID: _____ Restricted Funds Approval: _____ Date: _____
 SAP Invoice #: _____
 1099: Yes No Checked By: _____ Date: _____

Finance and Business Services

Revision: 08/13/2007



West Chester University of Pennsylvania
Accounts Payable Office
West Chester, PA 19383



1000153250

05/27/2011

VOID AFTER 180 DAYS

PAY *** TWO THOUSAND FIVE HUNDRED USD and ZERO Cents *****

\$ 2,500.00

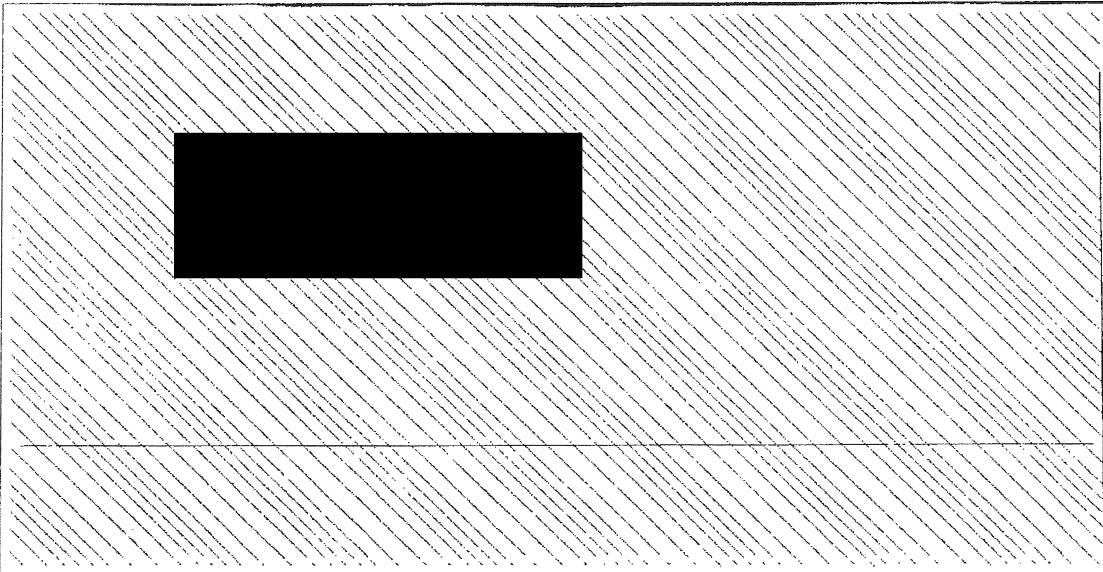
TO
THE
ORDER
OF



Manual Signature required
\$50,000.00 and over.



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Payment Request Form

This form is used to authorize payment to a company or individual when a requisition / purchase order is not required. Original receipt(s) and/or invoice(s) must be attached. This form is not to be utilized for travel reimbursements. Completed forms should be sent to Finance and Business Services, 201 Carter Drive, Suite 200. Incomplete forms will be returned.

This Payment Request is for:

- Registration - Conference/Event (When P-Card is not accepted)
- Reimbursement to Employee (Excluding Travel)
- Subscription/Periodical
- Stipend - Award to Student
- License Fee - Non-Software

Departmental Tracking #: 7533132124-11-34

- Membership
- Refund
- Honorarium

An honorarium is a one-time payment made to an individual for a special and non-recurring activity or event for which a fee is not legally or traditionally required. The intent is to show appreciation for participation in University educational, research, or public service activities or events.

Payee Information	Payment Information
Name: _____ Address: _____ Campus: _____ City: _____ State: _____ SSN: _____ <small>Tax ID or SSN is required when compensation is remitted to individuals who provide services to WCU, but are not employees.</small>	Check Total Amount: <u> \$2,500.00 </u> Date Check Needed: <u> 6/3/2011 </u> <input checked="" type="checkbox"/> Check here if you wish AP to hold the check for pick-up (do not mail). Picked up by: _____ <input type="checkbox"/> Mail Attached with Check (Must provide 2 copies; File copy / Mailing copy)

Distribution of Charges					
	SAP Cost Center <small>{10 Characters}</small>	Cost Center Name	SAP GL Account <small>{6 Characters}</small>	SAP WBS Element <small>{12 Characters}</small>	Amount
1.	7533132124	Cont. Poetry Review	625410		\$ 2,500.00
2.					
3.					
4.					
Total =					\$ 2,500.00

Purpose of Payment - Describe who, what, why, when, where...

Any request for reimbursement must include an itemized receipt for the item(s) purchased (i.e. credit card receipt which itemized the transaction), proof of prior payment (if paid by check a copy of the front and back of cancelled checks are required or an itemized receipt). For reimbursements of food expense, include the reason (tie to University mission/function), the persons attending (WCU and non-WCU), and attach itemized receipts from the restaurant along with credit card receipt, and your area Vice-President or Dean must sign the form. Any request without required documentation will be returned.

Honorarium for _____ to teach a workshop at the WCU Poetry Conference held June 8-11, 2011.

Approvals			
Requestor: <u>Jamie Smith</u> <small>{Please Print}</small>	_____ <small>{Signature}</small>	5/20/2011 <small>Date</small>	3235 <small>Phone</small>
Approver: <u>Kim Bridgford</u> <small>{Please Print}</small>	_____ <small>{Signature}</small>	5/20/2011 <small>Date</small>	
Approver: _____ <small>{Please Print}</small>	_____ <small>{Signature}</small>	_____ <small>Date</small>	

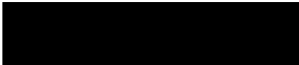
Do Not Write Below This Line - For Finance and Business Services Use Only

SAP Vendor ID: _____	Restricted Funds Approval: _____	Date: _____
SAP Invoice #: _____		
1099: <input type="checkbox"/> Yes <input type="checkbox"/> No	Checked By: _____	Date: _____

Finance and Business Services Revision: 08/13/2007



West Chester University of Pennsylvania
Accounts Payable Office
West Chester, PA 19383



1000153144

05/27/2011

VOID AFTER 180 DAYS

PAY *** TWO THOUSAND FIVE HUNDRED USD and ZERO Cents *****

\$ 2,500.00

TO
THE
ORDER
OF



Manual Signature required
\$50,000.00 and over.



ENDORSE HERE
X
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Payment Request Form

This form is used to authorize payment to a company or individual when a requisition / purchase order is not required. Original receipt(s) and/or invoice(s) must be attached. This form is not to be utilized for travel reimbursements. Completed forms should be sent to Finance and Business Services, 201 Carter Drive, Suite 200. Incomplete forms will be returned.

This Payment Request is for:

- Registration - Conference/Event {When P-Card is not accepted}
- Reimbursement to Employee {Excluding Travel}
- Subscription/Periodical
- Stipend - Award to Student
- License Fee - Non-Software

Departmental Tracking #: 7533132124-11-36

- Membership
- Refund
- Honorarium

An honorarium is a one-time payment made to an individual for a special and non-recurring activity or event for which a fee is not legally or traditionally required. The intent is to show appreciation for participation in University educational, research, or public service activities or events.

Payee Information	Payment Information
Name: [REDACTED] Address: [REDACTED] Campus: [REDACTED] City: [REDACTED] State: [REDACTED] SSN: [REDACTED] <small>Tax ID or SSN is required when compensation is remitted to individuals who provide services to WCU, but are not employees.</small>	Check Total Amount: <u> \$2,500.00 </u> Date Check Needed: <u> 6/3/2011 </u> <input checked="" type="checkbox"/> Check here if you wish AP to hold the check for pick-up (do not mail). Picked up by: _____ <input type="checkbox"/> Mail Attached with Check (Must provide 2 copies; File copy / Mailing copy)

Distribution of Charges					
	SAP Cost Center <small>{10 Characters}</small>	Cost Center Name	SAP GL Account <small>{6 Characters}</small>	SAP WBS Element <small>{12 Characters}</small>	Amount
1.	7533132124	Cont. Poetry Review	625410		\$ 2,500.00
2.					
3.					
4.					
Total =					\$ 2,500.00

Purpose of Payment - Describe who, what, why, when, where...

Any request for reimbursement must include an itemized receipt for the item(s) purchased (i.e. credit card receipt which itemized the transaction), proof of prior payment (if paid by check a copy of the front and back of cancelled checks are required or an itemized receipt). For reimbursements of food expense, include the reason (tie to University mission/function), the persons attending (WCU and non-WCU), and attach itemized receipts from the restaurant along with credit card receipt, and your area Vice-President or Dean must sign the form. Any request without required documentation will be returned.

Honorarium for [REDACTED] to teach a workshop at the WCU Poetry Conference held June 8-11, 2011.

Approvals			
Requestor: <u>Jamie Smith</u> <small>{Please Print}</small>	_____ <small>{Signature}</small>	<u>5/20/2011</u> <small>Date</small>	<u>3235</u> <small>Phone</small>
Approver: <u>Kim Bridgford</u> <small>{Please Print}</small>	_____ <small>{Signature}</small>	<u>5/20/2011</u> <small>Date</small>	
Approver: _____ <small>{Please Print}</small>	_____ <small>{Signature}</small>	_____ <small>Date</small>	

Do Not Write Below This Line - For Finance and Business Services Use Only			
SAP Vendor ID: _____	Restricted Funds Approval: _____	Date: _____	
SAP Invoice #: _____			
1099: <input type="checkbox"/> Yes <input type="checkbox"/> No	Checked By: _____	Date: _____	
Finance and Business Services			



West Chester University of Pennsylvania
Accounts Payable Office
West Chester, PA 19383



1000153274

05/27/2011

VOID AFTER 180 DAYS

PAY *** TWO THOUSAND FIVE HUNDRED USD and ZERO Cents *****

\$ 2,500.00

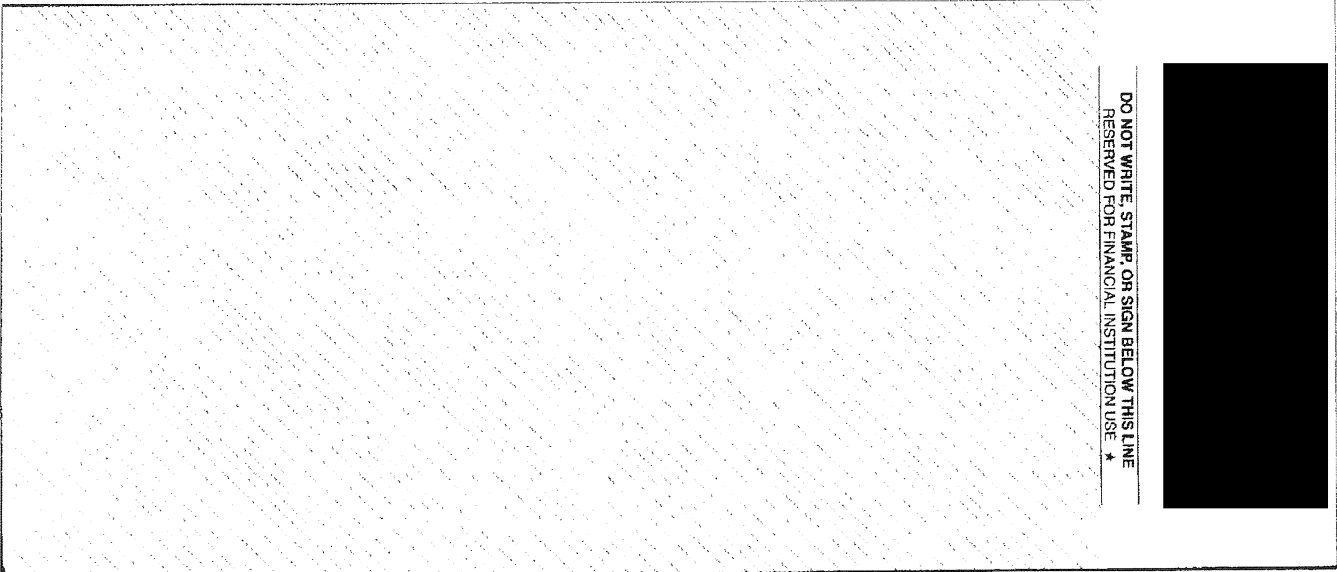
TO
THE
ORDER
OF



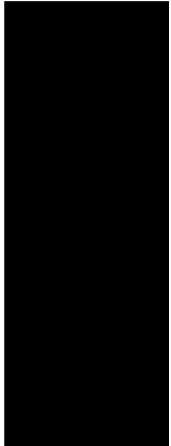
Manual Signature required
\$50,000.00 and over.



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Payment Request Form

This form is used to authorize payment to a company or individual when a requisition / purchase order is not required. Original receipt(s) and/or invoice(s) must be attached. This form is not to be utilized for travel reimbursements. Completed forms should be sent to Finance and Business Services, 201 Carter Drive, Suite 200. Incomplete forms will be returned.

This Payment Request is for:

- Registration - Conference/Event {When P-Card is not accepted}
- Reimbursement to Employee {Excluding Travel}
- Subscription/Periodical
- Stipend - Award to Student
- License Fee - Non-Software

Departmental Tracking #: 7533132124-11-41

- Membership
- Refund
- Honorarium

An honorarium is a one-time payment made to an individual for a special and non-recurring activity or event for which a fee is not legally or traditionally required. The intent is to show appreciation for participation in University educational, research, or public service activities or events.

Payee Information	Payment Information
Name: [REDACTED] Address: [REDACTED] Campus: [REDACTED] City: [REDACTED] State: [REDACTED] SSN: [REDACTED] <small>Tax ID or SSN is required when compensation is remitted to individuals who provide services to WCU, but are not employees.</small>	Check Total Amount: <u>\$2,500.00</u> Date Check Needed: <u>6/3/2011</u> <input checked="" type="checkbox"/> Check here if you wish AP to hold the check for pick-up (do not mail). Picked up by: _____ <input type="checkbox"/> Mail Attached with Check (Must provide 2 copies; File copy / Mailing copy)

Distribution of Charges				
SAP Cost Center {10 Characters}	Cost Center Name	SAP GL Account {6 Characters}	SAP WBS Element {12 Characters}	Amount
1.	7533132124	Cont. Poetry Review	625410	\$ 2,500.00
2.				
3.				
4.				
Total =				\$ 2,500.00

Purpose of Payment - Describe who, what, why, when, where...

Any request for reimbursement must include an itemized receipt for the item(s) purchased (i.e. credit card receipt which itemized the transaction), proof of prior payment (if paid by check a copy of the front and back of cancelled checks are required or an itemized receipt). For reimbursements of food expense, include the reason (tie to University mission/function), the persons attending (WCU and non-WCU), and attach itemized receipts from the restaurant along with credit card receipt, and your area Vice-President or Dean must sign the form. Any request without required documentation will be returned.

Honorarium for [REDACTED] to teach a poetry workshop at WCU Poetry Conference held June 8-11, 2011.

Approvals			
Requestor: <u>Jamie Smith</u> <small>{Please Print}</small>	_____ <small>{Signature}</small>	<u>5/23/2011</u> <small>Date</small>	<u>3235</u> <small>Phone</small>
Approver: <u>Kim Bridgford</u> <small>{Please Print}</small>	_____ <small>{Signature}</small>	<u>5/23/2011</u> <small>Date</small>	
Approver: _____ <small>{Please Print}</small>	_____ <small>{Signature}</small>	_____ <small>Date</small>	

Do Not Write Below This Line - For Finance and Business Services Use Only

SAP Vendor ID: _____	Restricted Funds Approval: _____	Date: _____
SAP Invoice #: _____		
1099: <input type="checkbox"/> Yes <input type="checkbox"/> No	Checked By: _____	Date: _____



West Chester University of Pennsylvania
Accounts Payable Office
West Chester, PA 19383



1000153232

05/27/2011

VOID AFTER 180 DAYS

PAY *** TWO THOUSAND FIVE HUNDRED USD and ZERO Cents *****

\$ 2,500.00

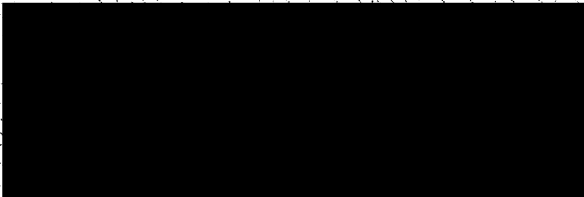
TO
THE
ORDER
OF



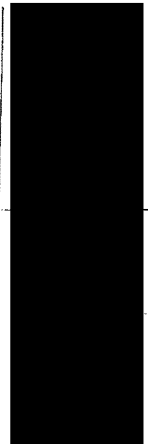
Manual Signature required
\$50,000.00 and over.



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Payment Request Form

This form is used to authorize payment to a company or individual when a requisition / purchase order is not required. Original receipt(s) and/or invoice(s) must be attached. This form is not to be utilized for travel reimbursements. Completed forms should be sent to Finance and Business Services, 201 Carter Drive, Suite 200. Incomplete forms will be returned.

This Payment Request is for:

- Registration - Conference/Event {When P-Card is not accepted}
- Reimbursement to Employee {Excluding Travel}
- Subscription/Periodical
- Stipend - Award to Student
- License Fee - Non-Software

Departmental Tracking #: 7533042124-11-32

- Membership
- Refund
- Honorarium

An honorarium is a one-time payment made to an individual for a special and non-recurring activity or event for which a fee is not legally or traditionally required. The intent is to show appreciation for participation in University educational, research, or public service activities or events.

Payee Information	Payment Information
<p>Name: [REDACTED]</p> <p>Address: [REDACTED]</p> <p>Campus: [REDACTED]</p> <p>City: [REDACTED]</p> <p>State: [REDACTED]</p> <p>SSN: [REDACTED]</p> <p style="font-size: small;">Tax ID or SSN is required when compensation is remitted to individuals who provide services to WCU, but are not employees.</p>	<p>Check Total Amount: <u> \$2,500.00 </u></p> <p>Date Check Needed: <u> 6/3/2011 </u></p> <p><input checked="" type="checkbox"/> Check here if you wish AP to hold the check for pick-up (do not mail).</p> <p>Picked up by: _____</p> <p><input type="checkbox"/> Mail Attached with Check (Must provide 2 copies; File copy / Mailing copy)</p>

Distribution of Charges					
	SAP Cost Center <small>{10 Characters}</small>	Cost Center Name	SAP GL Account <small>{6 Characters}</small>	SAP WBS Element <small>{12 Characters}</small>	Amount
1.	7533132124	Cont. Poetry Review	625410		\$ 2,500.00
2.					
3.					
4.					
Total =					\$ 2,500.00

Purpose of Payment - Describe who, what, why, when, where...

Any request for reimbursement must include an itemized receipt for the item(s) purchased (i.e. credit card receipt which itemized the transaction), proof of prior payment (if paid by check a copy of the front and back of cancelled checks are required or an itemized receipt). For reimbursements of food expense, include the reason (tie to University mission/function), the persons attending (WCU and non-WCU), and attach itemized receipts from the restaurant along with credit card receipt, and your area Vice-President or Dean must sign the form. Any request without required documentation will be returned.

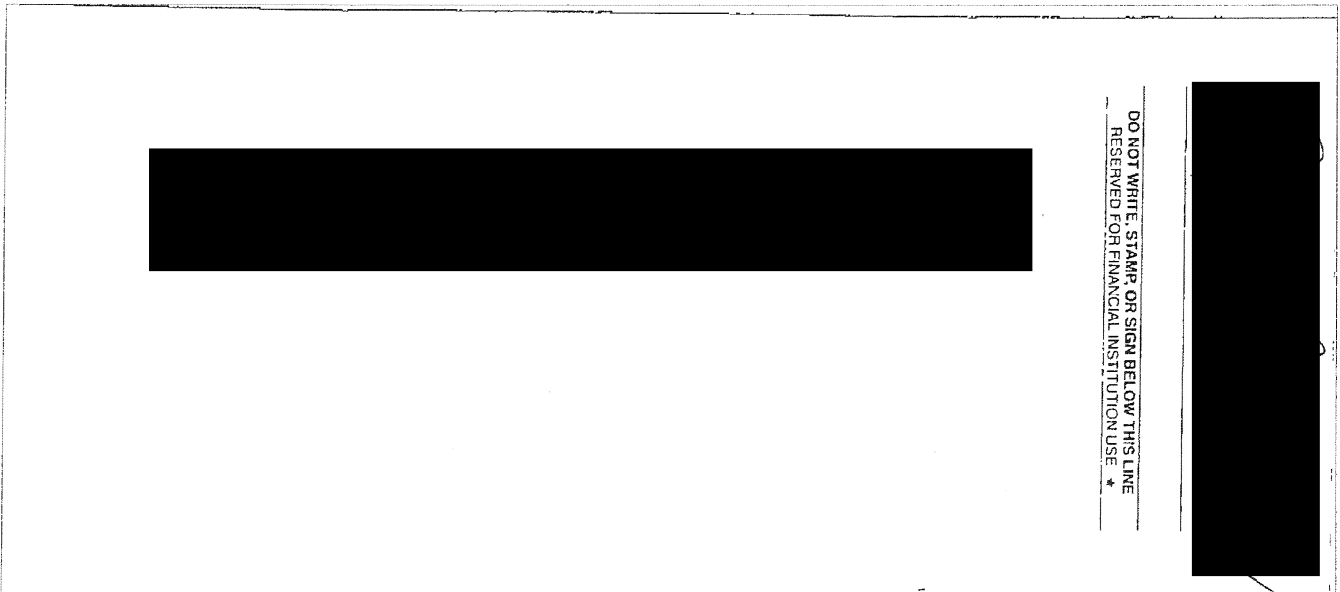
Honorarium for [REDACTED] to teach a workshop at the WCU Poetry Conference held June 8-11, 2011.

Approvals			
Requestor: <u>Jamie Smith</u>	_____	5/20/2011	3235
<small>{Please Print}</small>	<small>{Signature}</small>	<small>Date</small>	<small>Phone</small>
Approver: <u>Kim Bridgford</u>	_____	5/20/2011	
<small>{Please Print}</small>	<small>{Signature}</small>	<small>Date</small>	
Approver: _____	_____	_____	
<small>{Please Print}</small>	<small>{Signature}</small>	<small>Date</small>	

Do Not Write Below This Line - For Finance and Business Services Use Only


SAP Vendor ID: _____	Restricted Funds Approval: _____	Date: _____
SAP Invoice #: _____		
1099: <input type="checkbox"/> Yes <input type="checkbox"/> No	Checked By: _____	Date: _____


Finance and Business Services Revision: 08/13/2007



DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE
RESERVED FOR FINANCIAL INSTITUTION USE *






 West Chester University of Pennsylvania
 Accounts Payable Office
 West Chester, PA 19383



 1000153260
 05/27/2011
 VOID AFTER 180 DAYS

PAY *** TWO THOUSAND FIVE HUNDRED USD and ZERO Cents *****

\$ 2,500.00

TO THE ORDER OF 


 Manual Signature required
 \$50,000.00 and over.



EQUIPMENT PROTECTED BY POSITIVE PAY ORIGINAL WATERMARK ON BACK HOLD AT ANGLE TO VIEW



Payment Request Form

This form is used to authorize payment to a company or individual when a requisition / purchase order is not required. Original receipt(s) and/or invoice(s) must be attached. This form is not to be utilized for travel reimbursements. Completed forms should be sent to Finance and Business Services, 201 Carter Drive, Suite 200. Incomplete forms will be returned.

This Payment Request is for:

- Registration - Conference/Event {When P-Card is not accepted}
- Reimbursement to Employee {Excluding Travel}
- Subscription/Periodical
- Stipend - Award to Student
- License Fee - Non-Software

Departmental Tracking #: 7533132124-11-28

- Membership
- Refund
- Honorarium

An honorarium is a one-time payment made to an individual for a special and non-recurring activity or event for which a fee is not legally or traditionally required. The intent is to show appreciation for participation in University educational, research, or public service activities or events.

Payee Information

Name: _____
 Address: _____
 Campus: _____
 City: _____
 State: _____
 SSN: _____

Tax ID or SSN is required when compensation is remitted to individuals who provide services to WCU, but are not employees.

Payment Information

Check Total Amount: \$2,500.00

Date Check Needed: 6/3/2011

Check here if you wish AP to hold the check for pick-up (do not mail).

Picked up by: _____

Mail Attached with Check (Must provide 2 copies; File copy / Mailing copy)

Distribution of Charges

	SAP Cost Center {10 Characters}	Cost Center Name	SAP GL Account {6 Characters}	SAP WBS Element {12 Characters}	Amount
1.	7533132124	Cont. Poetry Review	625410		\$ 2,500.00
2.					
3.					
4.					
Total =					\$ 2,500.00

Purpose of Payment - Describe who, what, why, when, where...

Any request for reimbursement must include an itemized receipt for the item(s) purchased (i.e. credit card receipt which itemized the transaction), proof of prior payment (if paid by check a copy of the front and back of cancelled checks are required or an itemized receipt). For reimbursements of food expense, include the reason (tie to University mission/function), the persons attending (WCU and non-WCU), and attach itemized receipts from the restaurant along with credit card receipt, and your area Vice-President or Dean must sign the form. Any request without required documentation will be returned.

Honorarium for _____ to teach a workshop at WCU Poetry Conference held June 8-11, 2011.

Approvals

Requestor: Jamie Smith _____ 5/20/2011 3235
 {Please Print} {Signature} Date Phone

Approver: Kim Bridgford _____
 {Please Print} {Signature} Date

Approver: _____
 {Please Print} {Signature} Date

Do Not Write Below This Line - For Finance and Business Services Use Only

SAP Vendor ID: _____ Restricted Funds Approval: _____ Date: _____
 SAP Invoice #: _____
 1099: Yes No Checked By: _____ Date: _____



West Chester University of Pennsylvania
Accounts Payable Office
West Chester, PA 19383



1000153200

05/27/2011

VOID AFTER 180 DAYS

PAY *** TWO THOUSAND FIVE HUNDRED USD and ZERO Cents *****

\$ 2,500.00

TO
THE
ORDER
OF



Manual Signature required
\$50,000.00 and over.



FRONT OF CHECK ONLY - DO NOT WRITE ON THIS SIDE OF CHECK



DO NOT WRITE, STAMP, OR SIGN BELOW THIS LINE
RESERVED FOR FINANCIAL INSTITUTION USE *





West Chester University of Pennsylvania
Accounts Payable Office
West Chester, PA 19383



1000153254

05/27/2011

VOID AFTER 180 DAYS

PAY *** TWO THOUSAND FIVE HUNDRED USD, and ZERO Cents *****

\$ 2,500.00

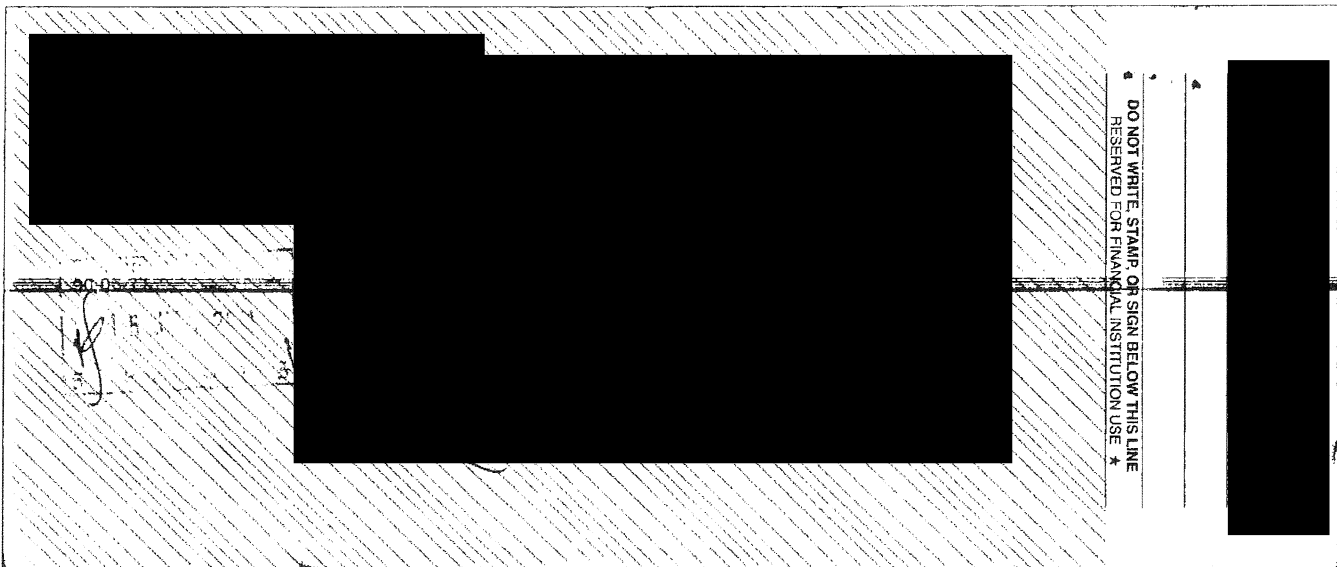
TO
THE
ORDER
OF



Manual Signature required
\$50,000.00 and over.



DOCUMENT PROTECTED BY POSITIVE PAY. ARTIFICIAL WATERMARK ON BACK. HOLD AT ANGLE TO VIEW.



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Section IV. – Analysis of Transactional Activity –
Poetry Center Expenditures

Transfers – Handout 12

OE7, OE8 & OE9 – \$15,000 + \$15,000 + \$(30,000)

Document Date	Posting Date	Reference	Doc Header	Doc Type	Document Item	Company Code	Currency	Period	Document Number
9/10/2009	9/10/2009	75_1003704	RecdPoetryExp	SA		SSHE	USD	3	101293824

Account	Posting Key	Billboard	Text	Billboard	Area	Doc. Number	Doc. Center	Description	Order	Debit/Credit	WBS Element	WBS Description	Fund	Posting on	Posting Date	Document Item	Amount	
625399	Othr Professional Svcs	40	15,000.00	Reclass Exp.per email J.Smith	75	7533062124	Poetry Conf Gifts											
625399	Othr Professional Svcs	40	15,000.00	Reclass Exp.per email J.Smith	75	7533082124	Ahmanson Poetry Conf											
625399	Othr Professional Svcs	50	30,000.00	Reclass Exp.per email J.Smith	75	7533042124	Poetry Center											



OE 7
 OE 8
 OE 9



D 087,89

9/10/09

[REDACTED]

From: [REDACTED]
Sent: Thursday, September 10, 2009 10:48 AM
To: [REDACTED]
Subject: RE: Endowment interest questions

Thanks.

[REDACTED]
*Manager of Donated Funds and Endowments
West Chester University
201 Carter Drive, Suite 200*

[REDACTED]
[REDACTED]@wcupa.edu

From: [REDACTED]
Sent: Thursday, September 10, 2009 10:49 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Endowment interest questions

[REDACTED]
I did the transfers below,
The Poetry Center now has a balance of \$5880.15.

SAP Document # 101293824

[REDACTED] Fiscal Technician

[REDACTED]
West Chester University of Pennsylvania
201 Carter Drive, Suite 200 Room 239

[REDACTED]
[REDACTED]@wcupa.edu

From: [REDACTED]
Sent: Thursday, September 10, 2009 10:34 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Endowment interest questions

Jamie – Please see my responses below.

[REDACTED] - Can you do the journal entry transfers?

Thanks,
[REDACTED]

[REDACTED]
Manager of Donated Funds and Endowments

West Chester University
201 Carter Drive, Suite 200

[REDACTED]
[REDACTED]@wcupa.edu

From: Smith, Jamie L
Sent: Thursday, September 10, 2009 9:22 AM
To: [REDACTED]
Subject: Endowment interest questions
Importance: High

Hi [REDACTED]

First, can you transfer \$15,000 from 7533062124 and \$15,000 from 7533082124 to 7533042124?

Second, can you give me some information on our NEH Endowment Interest that we'll receive soon?

1. Does the money go into our operating expenses account? Yes it goes to the Poetry 7533
2. What is the approximate date that we'll receive it? Hopefully in the next few days.
3. Do you know about how much it will be? Poetry endowment earnings are \$45K.

Thanks for your help,
[REDACTED]

Jamie Smith
Associate Director
WCU Poetry Center
Poetry House
West Chester, PA 19383

[REDACTED]@wcupa.edu
website: www.wcupa.edu/poetry/

Section IV. – Analysis of Transactional Activity –
Poetry Center Expenditures

Poetry Conference Expenditures – Handout 13

OE5 – \$23,374

Doc. Type : SA (G/L account document) Normal document
 Doc. Number 101281633 Company Code SSHE Fiscal Year 2010
 Doc. Date 08/18/2009 Posting Date 08/18/2009 Period 02
 Calculate Tax
 Ref.Doc. 75_CS1002
 Doc. Currency USD
 Doc. Hdr Text Poetry Conf 6/9-6/14/09

Itm	PK	Account	Account short text	Amount	Bu	Cost Ctr	Order	WBS element	Funds Center	Fund	Functional Area	Text
1	40	625399	Othr Professnl Svcs	23,373.97	75	7533042124			7533042124	7533042124	3110	Poetry Conf 6/9-6/14/09 - invoice #3687 expenses
2	56	625399	Othr Professnl Svcs	23,373.97	75	7517037005			7517037005	7513001000	6390	Poetry Conf 6/9-6/14/09 - invoice #3687 expenses
				0.00								
* [Redacted]												

? Unsure of request to find \$2460
 DOES

OE5

West Chester University of PA
SAP Journal

Document Date 10/03/08 Currency USD
 Posting Date _____ Period _____
 Reference 75 CS1002 SAP Doc. Number _____
 Doc. Header Text Poetry Conference Reimbursement of expenses incurred
 June 9-14, 2009
 Document Type SA
 Company Code SSHE

G/L acct	Short text	DEBIT	CREDIT	Text	Business Area	Cost Center OR WBS*	Fund*
625399	Other Professional Services	\$ 23,373.97		Expenses per invoice		7533042124	
501570	Salaries - Cheerleader Advisors	\$ 993.00		Ushers @ PAC		7517037005	
501570	Salaries - Cheerleader Advisors		\$ 993.00			7511067005	
469141	Rental of Facilities	\$ 845.60		PAC Usage		7517037005	
469141	Rental of Facilities		\$ 845.60			7511523100	
820100	Printing/Duplicating Chargeback Expense	\$ 404.16		Copy Center Charges		7517037005	
820100	Printing/Duplicating Chargeback Expense		\$ 404.16			7523004240	
468132	Man Student Union/Center/Building Rentals	\$ 3,236.00		Sykes Union		7517037005	
468132	Man Student Union/Center/Building Rentals		\$ 3,236.00			7523004240	
501570	Salaries - Cheerleader Advisors	\$ 909.00		Sykes Student Staff		7517037005	
501570	Salaries - Cheerleader Advisors		909.00			7523004240	

TOTALS 29,761.73 29,761.73

JOURNAL WRITER'S SIGNATURE _____ DATE 8/18/2009

APPROVAL SIGNATURE(as needed) _____ DATE _____

*Note: Income statement accounts (beginning with a 4,5,6,7,8) only require a cost center OR WBS element.
 Balance sheet accounts (beginning with 1,2,3) only require a business area and fund.



Return Payment to:
 West Chester University
 Conference Services
 13/15 University Avenue
 West Chester, PA 19383

Invoice No.: 3687

June 9-14, 2009

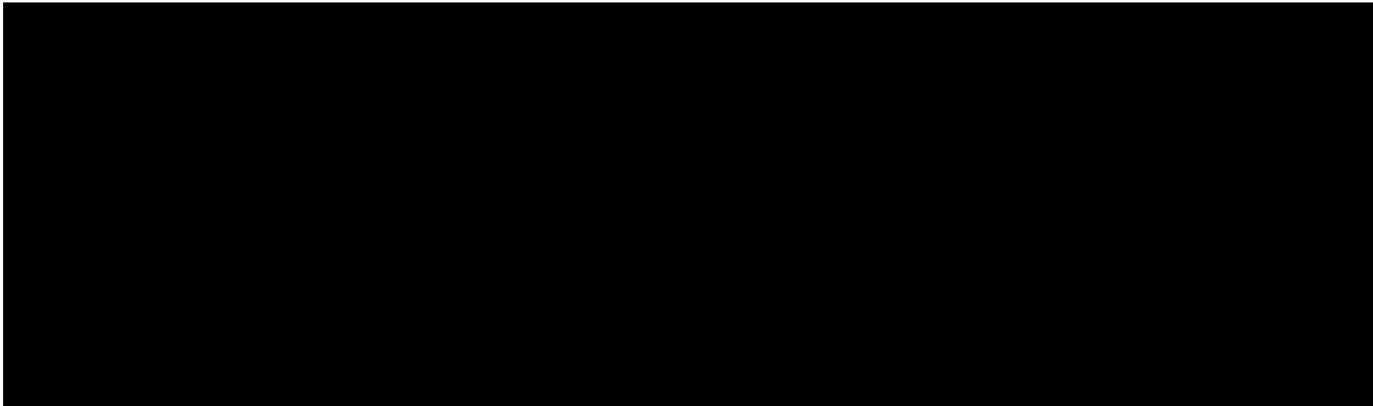
Date: July 17, 2009

DESCRIPTION OF SERVICES

CHARGES

Facilities

Sykes Student Union Theatre @ \$168/day x 4 days	\$	672.00
Sykes Student Union Ballrooms @ \$243.50/day x 4 days	\$	974.00
Sykes Student Union Meeting Rooms:		
2 classrooms @ \$55/day x 4 days (255 and 252)	\$	440.00
5 classrooms @ \$44/day/room x 4 days (209, 210, 250,251, 254)	\$	880.00
3 classrooms @ \$22.50/day/room x 4 days (304,306,307)	\$	270.00
Adler Theatre @ 302.00/day x 4 days @ 70%	\$	845.60



Other Charges:

Copy Center Charges	\$	404.16
Copy Center Staffing	\$	84.00
Sykes Student Union Staff - Extended Building Hours	\$	555.00
6/10 - 2 people x 4 hours @ \$15/hour		
6/11 - 2 people x 4 hours @ \$15/hour		
6/13 - 2 people x 10.50 hours @ \$15/hour		

DESCRIPTION OF SERVICES - Page Two

CHARGES

Sykes Student Union - Theatre Tech Support

6/10 - 3.75 hours @ \$15/hour	\$	56.25
6/11 - 4.50 hours @ \$15/hour	\$	67.50
6/12 - 4.50 hours @ \$15/hour	\$	67.50
6/13 - 5.25 hours @ \$15/hour	\$	78.75

Adler Theatre Student Staff Support:

6/10 - 1 tech x 7 hours @ \$15/hour	\$	105.00
6/10 - 2 ushers x 4 hours @ \$12/hour	\$	96.00
6/11 - 1 tech x 8 hours @ \$15/hour	\$	120.00
6/11 - 2 ushers x 8 hours @ \$12/hour	\$	192.00
6/12 - 1 tech x 8 hours @ \$15/hour	\$	120.00
6/12 - 2 ushers x 8 hours @ \$12/hour	\$	192.00
6/13 - 1 tech x 8 hours @ \$15/hour	\$	120.00
6/13 - 1 usher x 4 hours @ \$12/hour	\$	48.00

**Upon final approval
SAP # 7533042124 will be charged
for the total amount due**

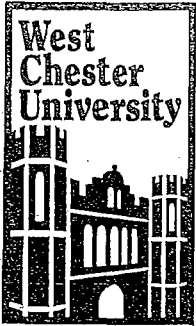
Section IV. – Analysis of Transactional Activity –
Poetry Center Expenditures

Poetry Conference Expenditures – Handout 14

OE10 – \$1,575

Doc.Type : RE (Invoice - gross) Normal document
 Doc. Number 5100592667 Company Code SSHE Fiscal Year 2010
 Doc. Date 01/19/2010 Posting Date 01/25/2010 Period 07
 Calculate Tax
 Ref.Doc. 12776
 Doc. Currency USD

Itm	PK	Account	Account short text	Amount	Bu	Cost Ctr	Order	WBS element	Funds Center	Fund	Functional Area	Text
1	31	2108580	DAILY POETRY ASSN	1,575.00	-	75						DG: PO4500271184
2	81	607150	Advert Specl Progrm	1,575.00		75	7533042124		7533042124	7533042124	3110	Email newsletter ad
*				0.00								



Purchase Order

The PA State System of Higher Education is an entity of the Commonwealth of Pennsylvania and as such is tax exempt and in most circumstances not liable for late charges.

Ship To:
 West Chester University of Pennsylvania
 Direct Department Delivery
 Direct Department
 West Chester, PA 19383

Order No: **4500271184**
 Order Date: 01/20/2010
 Delivery Date: 01/29/2010
 Internal No: NB 2124-0061
 FOB Destination
 Contact:
 Phone: [REDACTED]
 Fax:
 Email:

Vendor No.: 1057831
 P: 434-971-4001

Bill To:
 West Chester University of PA
 Accounts Payable
 201 Carter Drive, Suite 200
 West Chester, PA 19383

10
 ———

Contact: Don Selby

Payment Terms: Pay immediately w/o deduction
 Show the Order Number above on all invoices.

Item	Description	Quantity	Price	Total
1	CONFIRMING: ADVERTISEMENT Email newsletter ad WCU Contact: [REDACTED] CONFIRMING.....	5 MON	\$ 315.00	\$ 1,575.00

TOTAL	\$1,575.00
-------	------------

Authorized Sign [REDACTED]

Date: 1/20/10



West Chester University of Pennsylvania
Accounts Payable Office
West Chester, PA 19383



1000107955

01/25/2010

VOID AFTER 180 DAYS

PAY *** ONE THOUSAND FIVE HUNDRED SEVENTY-FIVE USD and ZERO Cents *****

\$ 1,575.00

TO
THE
ORDER
OF

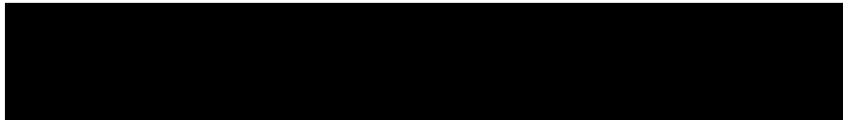
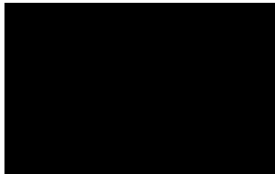


Manual Signature required
\$50,000.00 and over.



DOCUMENT PROTECTED BY POSITIVE PAY. ARTIFICIAL WATERMARK ON BACK. HOLD AT ANGLE TO VIEW.

ENDORSE HERE
X
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Section IV. – Analysis of Transactional Activity –
Poetry Center Expenditures

Other Expenditures – Handout 15

OE22 – \$1,500

22

AD057-15-07-2022
or
AD059-15-07-2022

Document Overview - Display

Choose Save Tax data

Doc. Type: VR (Vendor Invoice) Normal document
 Doc. Number: 1900919506 Company Code: SSHF Fiscal Year: 2013
 Doc. Date: 05/16/2013 Posting Date: 05/16/2013 Period: 11
 Calculate Tax:
 Ref. Doc.: 7533102124-13-04
 Doc. Currency: USD

Item	FK	Account	Account short text	Amount	Bu	Cost Ctr.	Order	WBS element	Funds Center	Fund	Functional Area	Text
1	31	19013065	[REDACTED]	1,500.00	75				7533102124	7533102124	S100	[REDACTED] TIPENDWARD/MAY20
2	40	625420	Stipends	1,500.00	75	7533102124						TIPENDWARD/MAY20
				0.00								

do not have

[REDACTED]



West Chester University of Pennsylvania
Accounts Payable Office
West Chester, PA 19383



1000211462

05/17/2013

VOID AFTER 180 DAYS

PAY *** ONE THOUSAND FIVE HUNDRED USD and ZERO Cents *****

\$ 1,500.00

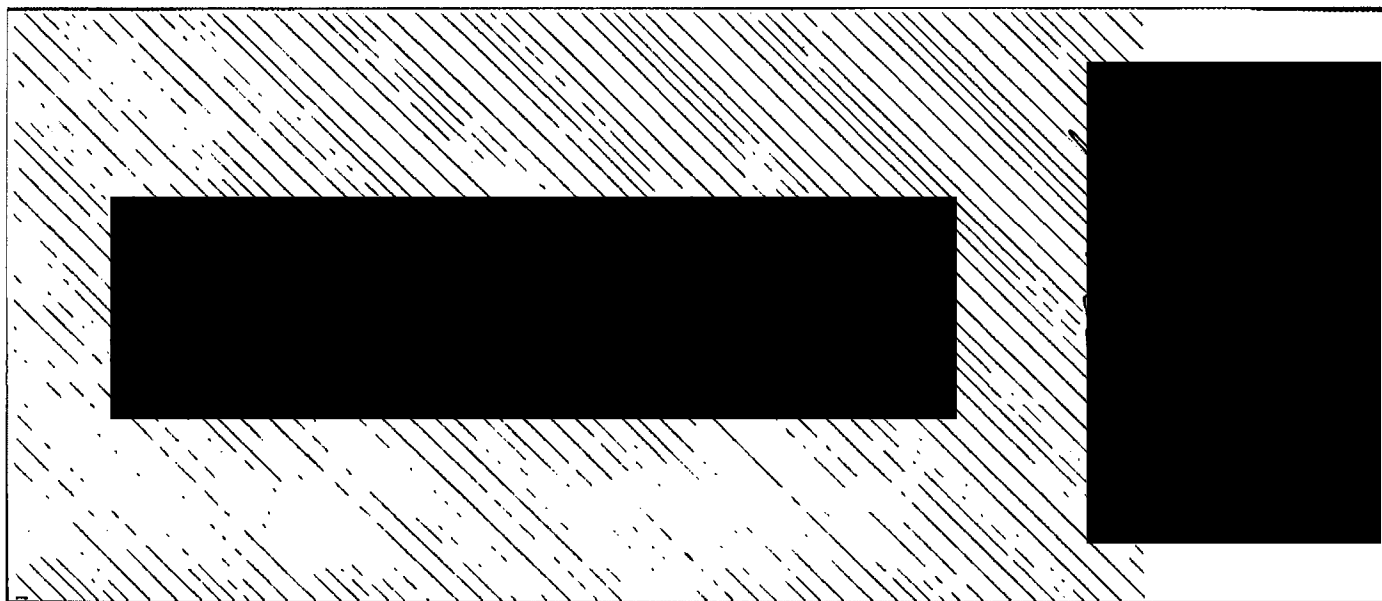
TO
THE
ORDER
OF



Manual Signature required
\$50,000.00 and over.



DOCUMENT PROTECTED BY POSITIVE PAY. ARTIFICIAL WATERMARK ON BACK. HOLD AT ANGLE TO VIEW.



Doc.Type : KR (Vendor invoice) Normal document
 Doc. Number 1900919606 Company Code SSHE Fiscal Year 2013
 Doc. Date 05/16/2013 Posting Date 05/16/2013 Period 11
 Calculate Tax
 Ref.Doc. 7533102124-13-04
 Doc. Currency USD

Itm	PK	Account	Account short text	Amount	Bu	Cost Ctr	Order	WBS element	Funds Center	Fund	Functional Area	Text
1	31	10013065	[REDACTED]	1,500.00	-	75			7533102124			[REDACTED] STIPENDAWARD/MAY2013/IRISNSPENCERPOETRY
2	40	625420	Stipends	1,500.00	75	7533102124			7533102124	7533102124	8100	[REDACTED] STIPENDAWARD/MAY2013/IRISNSPENCERPOETRY
*				0.00								

Display Check Information

Check recipient Check issuer... Accompanying docs Payment document

Paying company code **SSBE** Payment document no. **2006088144**

Bank details

House Bank	75MT	Bank Key	[REDACTED]
Account ID	[REDACTED]	Bank Account	[REDACTED]
Bank name	M & T BANK		
City	AMHERST		

Hard Copy

Check information

Check number	1000211462	Currency	USD
Payment date	05/17/2013	Amount paid	1,500.00
Check encashment	06/11/2013	Cash discount amount	0.00
Extract creation	05/17/2013	15:32:19	

Check recipient

Name	[REDACTED]
City	[REDACTED]
Payee's country	US
Regional code	EA

Section IV. – Analysis of Transactional Activity –
Poetry Center Expenditures

Other Expenditures – Handout 16

OE28 – \$1,386

-- -- -- --
 ** Bookmobile **
 -- -- -- --

Date: 05/30/14
 Amount: \$3,236.02
 Card Number: xxxxxxxxxxxx [REDACTED]
 Auth Number: [REDACTED]
 Transaction ID: MA0211997304

Invoice #91007 \$ 1,663.33
 Invoice #91008 \$ 1,572.69

-- -- -- --
 THANK YOU!
 -- -- -- --

Justice }
 Justice } 7539112124

-- -- -- --
 ** Bookmobile **
 -- -- -- --

Date: 05/30/14
 Amount: \$1,385.53
 Card Number: xxxxxxxxxxxx [REDACTED]
 Auth Number: [REDACTED]
 Transaction ID: MC0151983060

Invoice #91010 \$ 668.53
 Invoice #91009 \$ 717.00

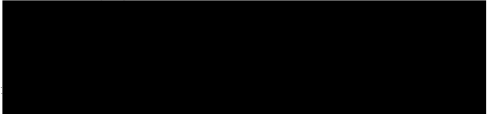
-- -- -- --
 THANK YOU!
 -- -- -- --

[REDACTED] Anthology
 Charge to WCU Foundation
 2124 - 950

Commercial Card Statement

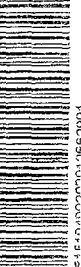
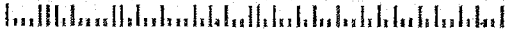


ACCOUNT NUMBER	BILLING DATE	DUE DATE	NEW BALANCE	ENTER PAYMENT AMT
[REDACTED]	06/30/14	07/14/14	0.00	DO NOT PAY



A 28

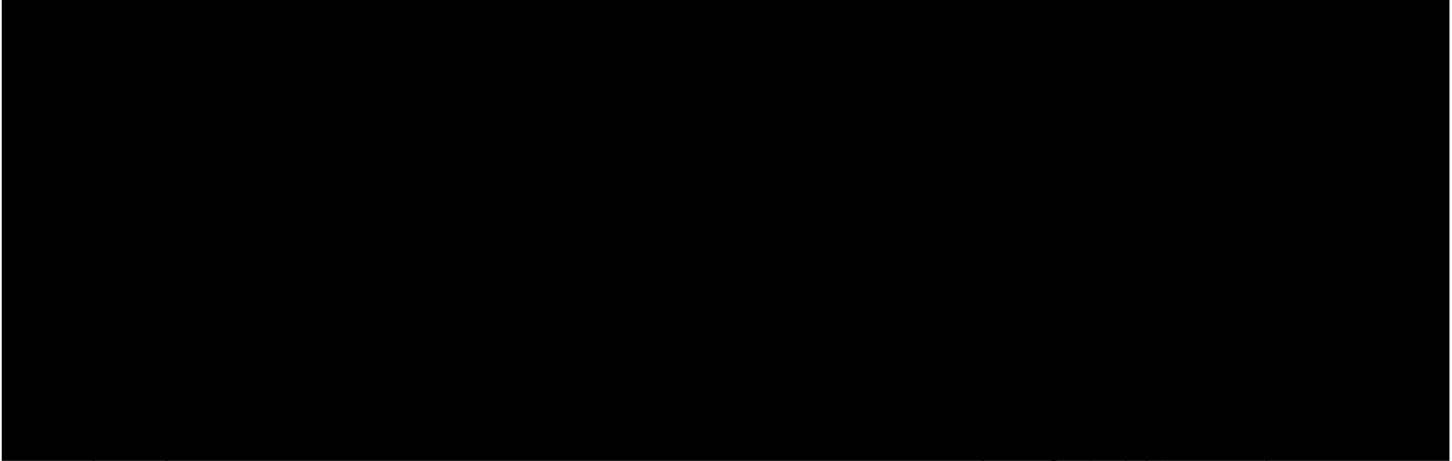
07/14/14



ACCOUNT NO. XXXX XXXX XXXX [REDACTED] BILLING DATE: 06/30/14 DUE DATE: 07/14/14 CREDIT LIMIT: 5,000.00

- ACCOUNT SUMMARY -						
Previous Balance	(-) Payments, Credits	(+) Charges, Cash Debits	(+) Finance Charges	(+) Fees	(=) New Balance	Payment Due
0.00	158.70-	6,088.28	0.00	0.00	0.00	DO NOT PAY
CURRENT TRANSACTIONS (- OUTSTANDING DISPUTES) 0.00 + PAST DUE AMOUNT 0.00 = TOTAL 0.00						

POST	TRAN	TRANSACTION DETAIL	CHARGES	CREDITS	NOTES
------	------	--------------------	---------	---------	-------



06/02	05/30	BOOKMOBILE 763-398-0030 MN REF NO: 24269284150980004261878	AUTH NO: 034437	1,385.53	<i>2/24-900</i>
-------	-------	---	-----------------	----------	-----------------

This is NOT a bill.
Your company will submit payment for your account.

Payments or credits received after billing date above will appear on next month's statement.

FOR INQUIRIES ABOUT YOUR ACCOUNT, PLEASE CALL 1-800-270-7760 OR WRITE US:
COMMERCIAL CARD SOLUTIONS, PO BOX 2030, ELGIN, IL 60121-2030.
FOR TTY/TDD Service CALL: 1-800-955-8060

Do not deduct any amount that is showing in dispute on your statement, this amount has already been deducted from the amount due.
Please see reverse side for important information regarding certain types of charges or disputed charges.

Doc.Type : SA (G/L account document) Normal document
 Doc. Number 102589149 Company Code SSHE Fiscal Year 2014
 Doc. Date 06/30/2014 Posting Date 06/30/2014 Period 12
 Calculate Tax
 Ref.Doc. 75_PCRD_JUNE 1
 Doc. Currency USD
 Doc. Hdr Text Pcard Purchases June 2014

Itm	PK	Account	Account short text	Amount	Bu	Cost Ctr	Order	WBS element	Funds Center	Fund	Functional Area	Earnd Fnds	Text
[REDACTED]													
427	40	660115	Procurmt Card Purch	143.33	75	7533022530			7533022530	7533022530	4500		PCRD THE UPS STORE #4721 * 06
428	40	660115	Procurmt Card Purch	1,385.53	75	7533042124			7533042124	7533042124	3110		PCRD BOOKMOBILE * 05302014 *...
429	40	660115	Procurmt Card Purch	39.34	75	7533042124			7533042124	7533042124	3110		PCRD AMORE PIZZA * 06082014 *
[REDACTED]													

Doc.Type : SA (G/L account document) Normal document
 Doc. Number 102589149 Company Code SSHE Fiscal Year 2014
 Doc. Date 06/30/2014 Posting Date 06/30/2014 Period 12
 Calculate Tax
 Ref.Doc. 75_PCRD_JUNE 1
 Doc. Currency USD
 Doc. Hdr Text Pcard Purchases June 2014

Item	PK	Account	Account short text	Amount	Bu	Cost Ctr	Order	WBS element	Funds Center	Fund	Functional Area	Earmd Fnds	Text
[REDACTED]													
549	50	290140	Purh Crd Clearng Act	425,712.15	75					7511001000			PCard Chargebacks - June 2014

ACH PAYMENT REGISTER

Pennsylvania State System of Higher Education

User [REDACTED]
Date : 12/08/2015
Time : 11:11:22

House Bank	House Bank Account I	Run Date	Identification	Payment Document	Payment Date	Currency	Amount Paid	Vendor Number	Name of Payee
[REDACTED]									
75MD	75MDA	07/08/2014	75TF2	2006663526	07/10/2014	USD	425,712.15-	2076731	JP Morgan Chase
[REDACTED]									
*							551,219.08-		

M & T WebInfoPLUS - Detail Reporting

PRIOR DAY ACTIVITY
For: Thursday, July 10, 2014



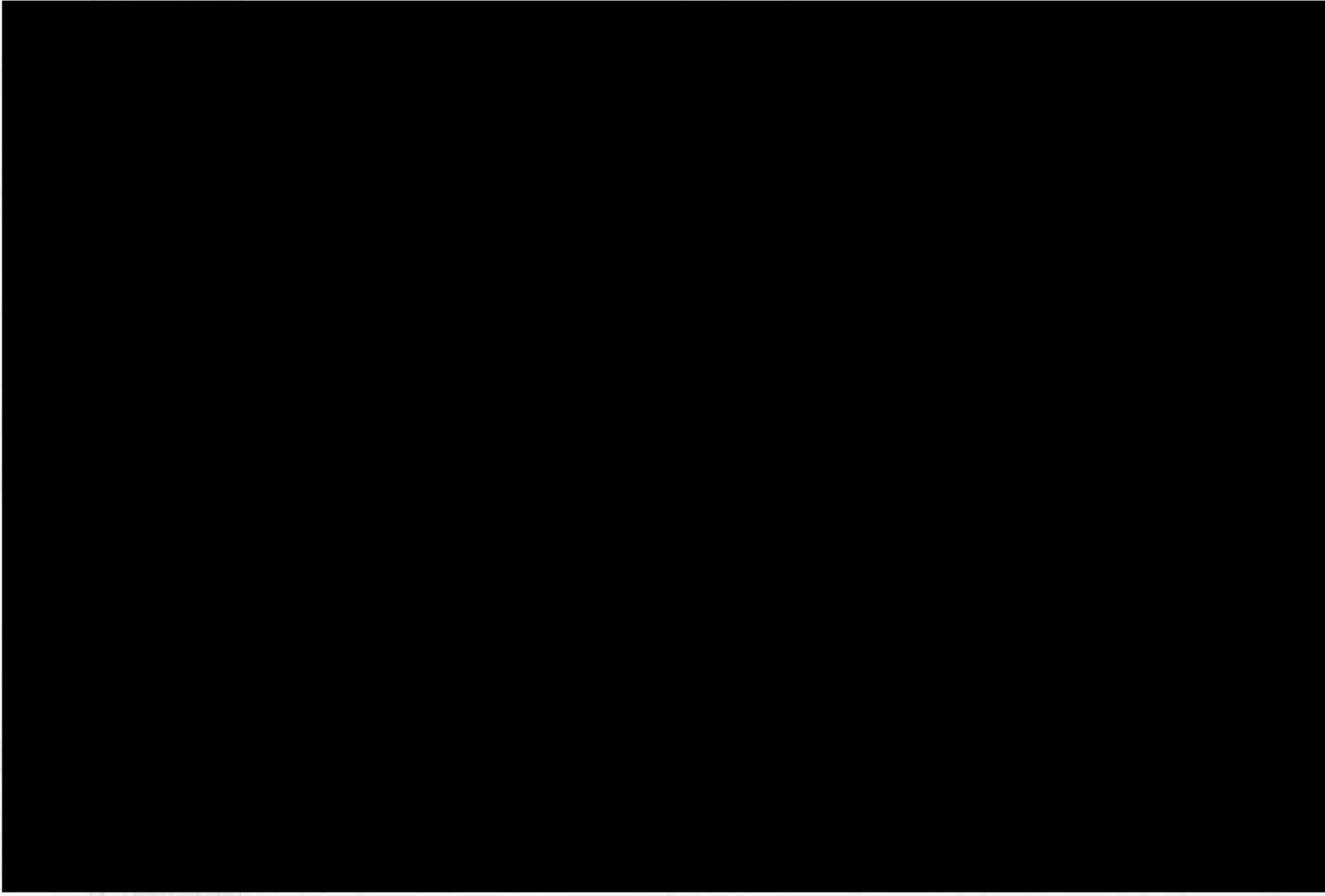
Trans CODE 101 - 399 Credits

Trans CODE 401 - 699 Debits

Date	Journal	WCU/SAP	SAP
JOURNAL	Writer	Journal	FEBA
Written	Initials	CASH	Reconciled
		307573	

Trans Date Description Credit Debit Text Field

AP ACH Payment 7/10/2014 Preauth ACH DB 455 551,219.08 ACH LOCATION #000000000 FROM:CO NAME= WEST CHESTER UNI ;CO.ID#= ENTRY DESC=CCD ;INDIV NAME=WESTCHEST INDIV.ID#=- SETT-PASSHE07 PAR=014191004382798



Section IV. – Analysis of Transactional Activity –
WCUF Revenue

Donation – Handout 17

JE32 – \$15,575

Daily Gift Report

Gift GL Post	Gift Date	Amount	Fund ID	Fund Description	Gift Subtyp	Gift Type	Pay Method	Name	Constituer	Gift Specific Attrib	Batch	Gift Reference
[REDACTED]												
2/8/2012	2/6/2012	\$100.00	2124-906	Poetry Conference Attendee Expenses			Cash		2008494		2012-103	Wil Mills Sch
2/8/2012	2/6/2012	\$25.00	2124-906	Poetry Conference Attendee Expenses			Cash		2008495		2012-103	Wil Mills Sch
2/8/2012	2/2/2012	\$100.00	2124-906	Poetry Conference Attendee Expenses			Cash		2008496		2012-103	Wil Mills Sch
2/8/2012	11/8/2011	\$100.00	2124-906	Poetry Conference Attendee Expenses			Cash		0618482		2012-103	Wil Mills Sch
2/8/2012	11/8/2011	\$250.00	2124-906	Poetry Conference Attendee Expenses			Cash		0618487		2012-103	Wil Mills Sch
2/8/2012	1/27/2012	\$15,000.00	2124-906	Poetry Conference Attendee Expenses			Cash		0600032		2012-103	Wil Mills Sch Story Line Press
[REDACTED]												



WEST CHESTER UNIVERSITY
FOUNDATION

— Student Success Is Our Mission —
PO Box 541 • West Chester, PA 19381

Poetry Conference

p 610.436.2868
f 610.235.4453
www.wcufoundation.org

Name _____
Address _____
Phone (____) _____ Email Address _____

A gift (check) of \$ 100.00 is enclosed. Direct my gift to: Purple & Gold Fund
College of: Arts and Sciences Business & Public Affairs Education Health Sciences Visual and Performing Arts Other

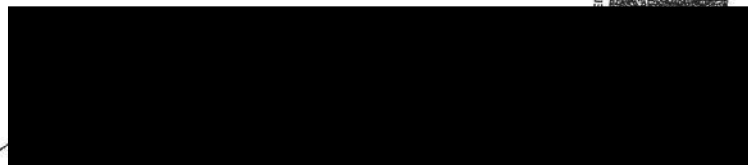
Please charge my credit card: Visa MasterCard AMEX Discover Acct. # _____

Name on card _____ My gift is eligible for a corporate match from:
Exp. Date _____ Sec. Code _____ my employer or my spouse's/partner's
Signature _____ Company Name _____

Please make checks payable to West Chester University Foundation.
You may also give online at www.wcufoundation.org. For additional information, please call 610-436-2868.



2.008494
2124-906FN
AF2012
341
100.00



West Chester University Foundation
P.O. Box 541
West Chester, Pennsylvania 19381

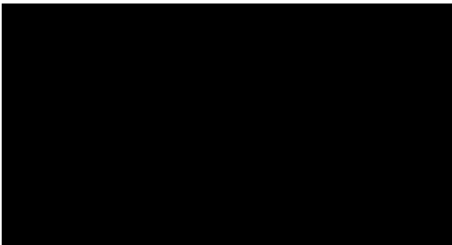
Poetry Conference



A . 1 .

JE 32

February 13, 2012



On behalf of West Chester University, it is my pleasure to thank you for your contribution of \$100.00. Your gift will have an immediate and vital impact on our ability to meet the current needs of our students, while continuing to prepare for the University's future. Your support illustrates your confidence in WCU, sets the pace for future alumni, and helps to maintain our high standards of excellence.

Strong support from our University family helps to provide additional scholarship opportunities, improved facilities, and attract the most outstanding faculty to serve in the classroom. Your continued generosity is essential to achieving these goals.

If you have any questions or concerns, please contact [REDACTED] Director of Donor Relations, at [REDACTED]. Again, thank you for your investment in our University.

With gratitude,

[REDACTED]
Director of Annual Giving & Corporate Relations

P.S. Start 2012 by visiting our **NEW** website at wcufoundation.org. If you are not already a member of the WCU Alumni On-line Community, make the most of your WCU connections and register for a "MY WCU" online account!

Send us your business card and we will return it as a free WCU Luggage Tag !!!

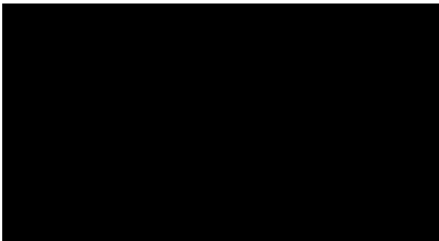
GIFT RECEIPT

In compliance with the Omnibus Reconciliation Act of 1993, West Chester University acknowledges that you have not received any tangible goods or services in exchange for this contribution.

Name:	[REDACTED]	
Gift Amount:	\$100.00	Charitable Amount: \$100.00
Gift Date:	2/6/2012	
Campaign:	Annual Fund 2012	
Fund:	Poetry Conference Attendee Expenses	

A.1
J# 32

February 13, 2012



On behalf of West Chester University, it is my pleasure to thank you for your contribution of \$25.00. Your gift will have an immediate and vital impact on our ability to meet the current needs of our students, while continuing to prepare for the University's future. Your support illustrates your confidence in WCU, sets the pace for future alumni, and helps to maintain our high standards of excellence.

Strong support from our University family helps to provide additional scholarship opportunities, improved facilities, and attract the most outstanding faculty to serve in the classroom. Your continued generosity is essential to achieving these goals.

If you have any questions or concerns, please contact [REDACTED] Director of Donor Relations, at [REDACTED]. Again, thank you for your investment in our University.

With gratitude,

[REDACTED]
Director of Annual Giving & Corporate Relations

P.S. Start 2012 by visiting our **NEW** website at wcufoundation.org. If you are not already a member of the WCU Alumni On-line Community, make the most of your WCU connections and register for a "**MY WCU**" online account!

Send us your business card and we will return it as a free WCU Luggage Tag !!!

GIFT RECEIPT

In compliance with the Omnibus Reconciliation Act of 1993, West Chester University acknowledges that you have not received any tangible goods or services in exchange for this contribution.

Name:	[REDACTED]	
Gift Amount:	\$25.00	Charitable Amount: \$25.00
Gift Date:	2/6/2012	
Campaign:	Annual Fund 2012	
Fund:	Poetry Conference Attendee Expenses	



WEST CHESTER UNIVERSITY
FOUNDATION
— Student Success Is Our Mission —

PO Box 541 • West Chester, PA 19381

Poetry Conference

p 610.436.2868
f 610.235.4453
www.wcufoundation.org

Name _____
Address _____
Phone (_____) _____
E-mail Address _____

A gift (check) of \$ 25.00 is enclosed.

Direct my gift to: Purple & Gold Fund

College of: Arts and Sciences Business & Public Affairs Education Health Sciences Visual and Performing Arts Other WEU Foundation

Please charge my credit card: Visa MasterCard AMEX Discover Acct. # _____

Name on card _____

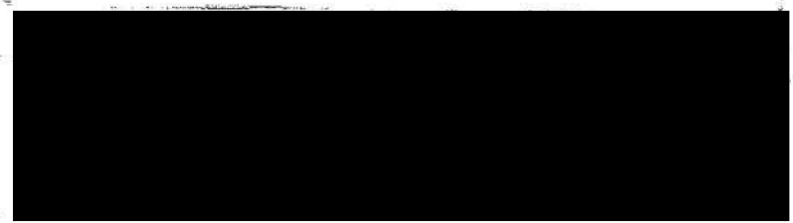
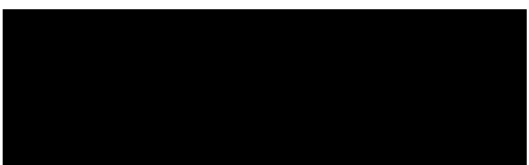
My gift is eligible for a corporate match from:
 my employer or my spouse's/partner's

Exp. Date _____ Sec. Code _____

Signature _____

Company Name _____

*Please make checks payable to West Chester University Foundation.
You may also give online at www.wcufoundation.org. For additional information, please call 610-436-2868.*



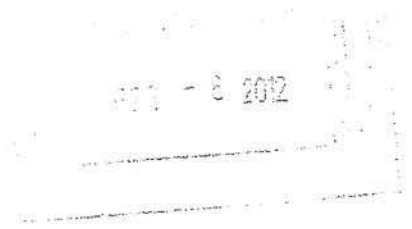
2008495

2124-906FN

AF 2012

341

25.00



West Chester University Foundation
P.O. Box 541
West Chester, Pennsylvania 19381

Poetry Conference



ENV 701003012
WEST CHESTER UNIVERSITY FOUNDATION
P.O. BOX 541
WEST CHESTER, PA 19381

0600032

95,000 - 2124-906FN

AF2012

317 ✓

10,000 - 2124-905FN

AF2012

317 ✓

December 29, 2011

Dear Colleague:

Enclosed is a check in the amount of \$25,000.00. This grant is made possible through the generosity and recommendation of the [redacted], a donor-advised fund.

Designation: \$10,000 dollars to Story Line Press. \$15,000 dollars to Wil Mills Scholarship fund for conference

Grant Terms: No goods, services or more than incidental benefits may be provided in exchange for this grant. This grant may not satisfy a legally enforceable obligation/pledge. This grant may only support purposes deemed by you to be 100% tax deductible.

Please do not issue an acknowledgement or a tax receipt to [redacted] for this grant.

The [redacted] is a donor-advised fund at [redacted], a public charity. Donors make irrevocable and tax-deductible contributions to [redacted] which are owned and controlled by [redacted] in a segregated account known as a "donor-advised fund." Our donors exercise the privilege of, among other things, recommending grants to qualified public charities.

M # 122911 1900 701003012

PLEASE FOLD AND DETACH AT PERFORATION BEFORE PRESENTING CHECK FOR PAYMENT

VERIFY THE AUTHENTICITY OF THIS MULTI-TONE SECURITY DOCUMENT.

CHECK BACKGROUND AREA CHANGES COLOR GRADUALLY FROM TOP TO BOTTOM.

3231403

December 29, 2011

Pay to the Order of: WEST CHESTER UNIVERSITY FOUNDATION

\$25,000.00

Twenty Five Thousand & 0/100 DOLLARS

VOID AFTER 60 DAYS

Δ1
JE
32

February 13, 2012



On behalf of West Chester University, it is my pleasure to thank you for your contribution of \$100.00. Your gift will have an immediate and vital impact on our ability to meet the current needs of our students, while continuing to prepare for the University's future. Your support illustrates your confidence in WCU, sets the pace for future alumni, and helps to maintain our high standards of excellence.

Strong support from our University family helps to provide additional scholarship opportunities, improved facilities, and attract the most outstanding faculty to serve in the classroom. Your continued generosity is essential to achieving these goals.

If you have any questions or concerns, please contact [Redacted] Director of Donor Relations, at [Redacted]. Again, thank you for your investment in our University.

With gratitude,



Director of Annual Giving & Corporate Relations

P.S. Start 2012 by visiting our **NEW** website at wcufoundation.org. If you are not already a member of the WCU Alumni On-line Community, make the most of your WCU connections and register for a "**MY WCU**" online account!

Send us your business card and we will return it as a free WCU Luggage Tag !!!

GIFT RECEIPT

In compliance with the Omnibus Reconciliation Act of 1993, West Chester University acknowledges that you have not received any tangible goods or services in exchange for this contribution.

Name: [Redacted]
Gift Amount: \$100.00 Charitable Amount: \$100.00
Gift Date: 11/8/2011
Campaign: Annual Fund 2012
Fund: Poetry Conference Attendee Expenses

6371

16-24/1220 4419
0647236991

10 October 2011
Date

Pay to the
Order of

WCU Foundation

\$ 100.⁰⁰

One hundred ⁰⁰/₁₀₀

Dollars



© 1998 W.A. RENTZ

Valued
Customer
Since 1978

Wil Mills Scholarship Fund

0618482

2124-906 FN

AF2012

341

100.⁰⁰

+

X. 1
J# 1 32

February 13, 2012



On behalf of West Chester University, it is my pleasure to thank you for your contribution of \$100.00. Your gift will have an immediate and vital impact on our ability to meet the current needs of our students, while continuing to prepare for the University's future. Your support illustrates your confidence in WCU, sets the pace for future alumni, and helps to maintain our high standards of excellence.

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With gratitude,

[REDACTED]
Director of Annual Giving & Corporate Relations

P.S. Start 2012 by visiting our **NEW** website at wcufoundation.org. If you are not already a member of the WCU Alumni On-line Community, make the most of your WCU connections and register for a "**MY WCU**" online account!

Send us your business card and we will return it as a free WCU Luggage Tag !!!

GIFT RECEIPT

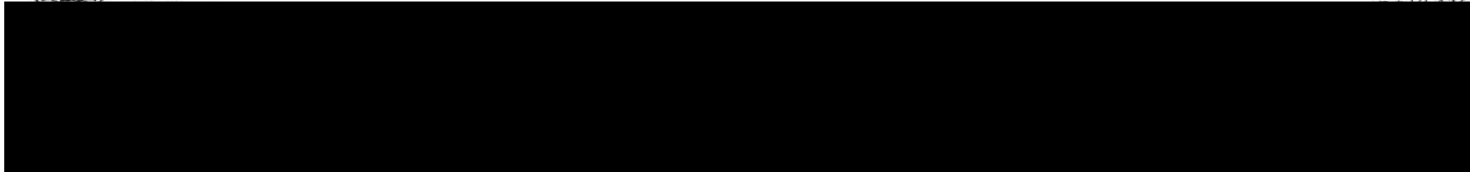
In compliance with the Omnibus Reconciliation Act of 1993, West Chester University acknowledges that you have not received any tangible goods or services in exchange for this contribution.

Name: [REDACTED]
Gift Amount: \$100.00 Charitable Amount: \$100.00
Gift Date: 2/2/2012
Campaign: Annual Fund 2012
Fund: Poetry Conference Attendee Expenses



WEST CHESTER UNIVERSITY
FOUNDATION
— Student Success Is Our Mission —

Poetry Conference



610-436-2868
 4453
 n.org

A gift (check) of \$ 100 is enclosed.

Direct my gift to: Purple & Gold Fund

College of: Arts and Sciences Business & Public Affairs Education Health Sciences Visual and Performing Arts Other

SCHOENHART
 FUND FOR

Please charge my credit card: Visa MasterCard AMEX Discover Acct. # _____

POETRY CONFERENCE

Name on card _____

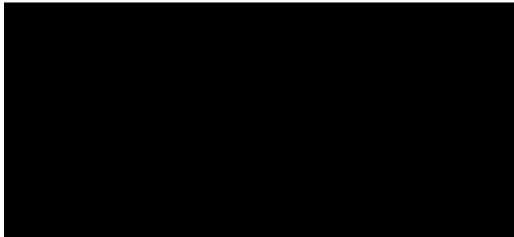
My gift is eligible for a corporate match from:
 my employer or my spouse's/partner's

Exp. Date _____ Sec. Code _____

Signature _____

Company Name _____

Please make checks payable to West Chester University Foundation.
 You may also give online at www.wcufoundation.org. For additional information, please call 610-436-2868.



POSTAGE WILL BE PAID BY ADDRESSEE
 PERMIT NO. 6101 WEST CHESTER, PA 19381



2008496

2124-906FN

AF2012

341

100.00

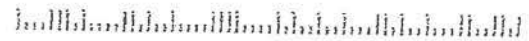
West Chester University Foundation
 P.O. Box 541
 West Chester, Pennsylvania 19381

West

Poetry Conference

- 2 2012

19381054141



71-1212/712

645

DATE Oct. 7, 2011



© 2009 WELLS FARGO BANK, N.A. ALL RIGHTS RESERVED. WELLS FARGO BANK

WCU Foundation \$250.00

PAY TO THE ORDER OF

Two hundred fifty and no/100 DOLLARS



MEMO Wil Mills Scholarship
Fund



0618487

2124-906FN

AF 2012

341

250.⁰⁰



Section IV. – Analysis of Transactional Activity –
WCUF Expenditures

Expenditure Reimbursements – Handout 18

JE26 – \$387

Date	AMT	Description	Name	receipt attached	Business Purpose of Expenditure
8/20/2011	\$19.21	AC MOORE STR #20 DOWNINGTO	[REDACTED]	y	materials for the 8/23 NYC poetry Salon
8/22/2011	✓ \$6.33	MICHAELS #4806 EXTON	[REDACTED]	y	materials for the 8/23 NYC poetry Salon
8/23/2011	✓ \$32.73	MICHAELS #4806 EXTON	[REDACTED]	y	materials for the 8/23 NYC poetry Salon



See page 2

2124-903



76150-902



2100-908

2100-988,

2100-908

2100-902

2100-902

*** 725.58



*** all of these expenses appear on one receipt

49



part
1 of 2

Date	AMT	Description	Name	receipt attached	Business Purpose of Expenditure
------	-----	-------------	------	------------------	---------------------------------

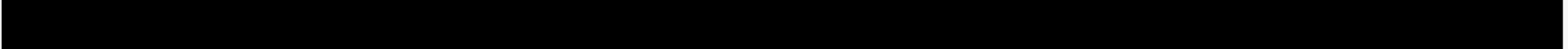


8/23/2011	\$34.00	FLORAL 26 PARKING LLC NEW YORK			
8/23/2011	\$44.97	COLONIAL VILLAGE MEAT WEST CHES			

10104-902 Parking for Poetry Salon
 10104-902 Lunch for Poetry Salon

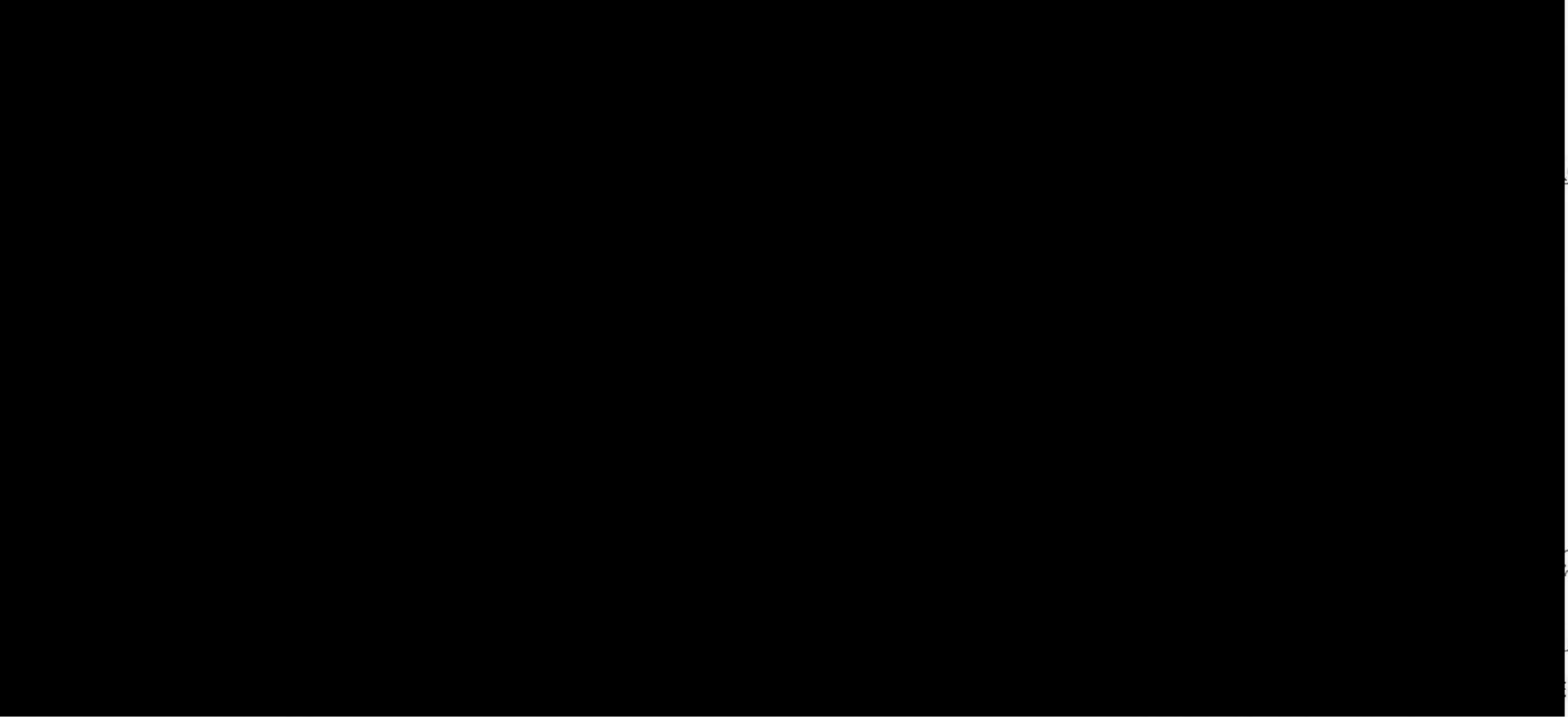
8/23/2011	\$115.20	LA POMME NEW YORK			
-----------	----------	-------------------	--	--	--

10104-902 Date 8/23/11 - Poetry Salon
 10104-902 All City Printing



8/23/2011	\$78.54	MARTINIQUE CAFE NEW YORK			
-----------	---------	--------------------------	--	--	--

10104-902 Poetry Salon



26

Party Sales



COLUMBI VILLAGE
DEAL MARKET INC
929 S HIGH ST
WEST CHESTER, PA 19382
(610) 436-9514

Merchant ID: 000014241978 Ref #: 0012
Term ID: 14241978

Sale



Entry Method: Swiped

Amount: \$ 44.97
Tax: \$ 0.00

Total: \$ 44.97

08/23/11 12:06:22
Inv #: 000012 Appr Code: 952835
Apprvd: Online Batch#: 000106

THANK YOU FOR YOUR BUSINESS!

Party Sales

112-000-0747
LIC #1263167
FLORAL 26 PARKING LLC
95 WEST 25TH STREET
NEW YORK, NY 10010



CREDIT CARD
MC SALE

Trans # 4444 4444 4444 4433
Merchant 0089
Batch # 001464
Approval Code 695866
Total Net Swiped
Approved Online
Tax \$0.00

SALE AMOUNT \$34.00

CUSTOMER COPY

LA POMME

West 26th St., NY NY 10011

Server: Alex bartender 08/23/11

[Redacted] 8:36 PM

Guests: 0 10001

Grey Goose (2 @13.00) 26.00

Bacardi (2 @13.00) 26.00

Soda (3 @4.00) 12.00

Red Glass 8.00

White Glass (3 @8.00) 24.00

Complete Subtotal 96.00

Subtotal 96.00

Total 96.00

Gratuity 19.20

Total 115.20

M/C [Redacted] 115.20

+ Tip: 20

= Total: 135.20

MP

Balance Due 0.00

Thank You!
Please come again
www.lapomme.com

Peter Grestz

Handwritten scribbles and marks at the top left of the page.

[Redacted area]

Date	AMT	Description	Name	receipt attached	Business Purpose of Expenditure	Names of Guests	Foundation Dept.
8/23/2011	X \$56.17	WINE & SPIRITS 1516 W CHESTER	[Redacted]	X	Poetry Salon Host Gift	Needed for Poetry Salon Event	2/34-9/03 1000-903FN
[Large redacted area covering the rest of the table content]							

[Redacted area]

Handwritten note: "will want to inventory file \$56 Pashaniv"

22

*Retry
Subst
Post
Out*

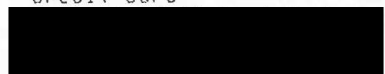
WINE & SPIRITS STORE 1516
933 PAOLI PIKE
WEST CHESTER PHONE #436-1706

EXTEND YOUR SHOPPING EXPERIENCE BY
VISITING US AT WWW.LCB.STATE.PA.US

1516 003 A 00485074 8186

13456	DkhornCabSauv07	
1 AT	52.99	52.99
	SUBTOTAL	52.99
6.0%	SALES TAX	3.18
	TOTAL	56.17

INVOICE NUMBER	23505005	
Credit Card		56.17



TOTAL UNITS SOLD 1

BE THE FIRST TO KNOW ABOUT UPCOMING
SALES & PROMOTIONS. SEND AN EMAIL TO:
SIGNNEUP@STATE.PA.US TO SIGN UP!

CUSTOMER COPY
8/23/11 9:23

Section IV. – Analysis of Transactional Activity –
WCUF Expenditures

Conference Expenditures – Handout 19

JE30 – \$18,262

230

F 4

WCU FOUNDATION

DISBURSEMENT AUTHORIZATION

The following expenses have been approved for payment as noted below:

SIGNATURE:

[Redacted Signature]

[Redacted] Poetry Center Director

DATE: 6.20.12

AMOUNT: \$18,261.72

ACCOUNT: 2124-903FN

PAYEE: Sheraton Great Valley Hotel

MAIL PAYMENT TO:
Sheraton Great Valley Hotel
707 East Lancaster Avenue
Frazer, PA 19355

PURPOSE OF EXPENDITURE:
\$15,335.52 Rooms for Poetry Conference faculty and special guests.
\$2,926.20 Reception for WCU Poetry Conference.

As Executive Director and Director of Finance and Accounting of the **West Chester University Foundation** we authorize disbursement of the amount specified.

SIGNATURE:

[Redacted Signature]

[Redacted] Executive Director

[Redacted Signature]

[Redacted] Director of Finance and Accounting

SHERATON GREAT VALLEY HOTEL
 707 East Lancaster Ave
 Frazer, PA 19355-1817 US

1-- 610 280 2084
 1-- 610 594 6796



Sheraton

SHERATON GREAT VALLEY HOTEL
 707 East Lancaster Ave
 Frazer, PA 19355 1817 US

1-- 610 280 2084
 1-- 610 594 6796

Page Number: 1

INVOICE STATEMENT

12995	14-JUN-12
ACCOUNT NO.	STATEMENT DATE

12995	14-JUN-12
ACCOUNT NO.	STATEMENT DATE

Westchester University
 Poetry Conference 2012- Rooms
 823 South High Street
 West Chester University, PA 19383

Attn:

Westchester University
 Poetry Conference 2012- Rooms
 823 South High Street
 West Chester University, PA 193

PAYMENT OR PAYMENT RECEIPT INFORMATION

TO RECEIVE PROPER CREDIT FOR THIS STATEMENT RETURN WITH YOUR PAYMENT

DATE	REFERENCE / DESCRIPTION	CHARGE	DEBIT / CREDIT	AMOUNT DUE	DATE	REFERENCE	AMOUNT DUE
		278.64		278.64	13-JUN	255186	278.64
		696.60		696.60	13-JUN	282478	696.60
		417.96		417.96	13-JUN	282479	417.96
		696.60		696.60	13-JUN	282480	696.60
		417.96		417.96	13-JUN	282481	557.28
		696.60		696.60	13-JUN	282482	417.96
		557.28		557.28	13-JUN	282483	139.32
		417.96		417.96	13-JUN	282484	557.28
		139.32		139.32	13-JUN	282485	417.96
		557.28		557.28	13-JUN	282486	557.28
		417.96		417.96	13-JUN	282487	557.28
		139.32		139.32	13-JUN	282488	557.28
		557.28		557.28	13-JUN	282489	696.60
		417.96		417.96	13-JUN	282490	557.28
		557.28		557.28	13-JUN	282491	696.60
		417.96		417.96	13-JUN	282492	557.28
		557.28		557.28	13-JUN	282493	139.32
		557.28		557.28	13-JUN	282494	696.60
		557.28		557.28	13-JUN	282495	696.60
		557.28		557.28	13-JUN	282496	557.28
		557.28		557.28	13-JUN	282497	557.28
		557.28		557.28	13-JUN	282498	557.28
		557.28		557.28	13-JUN	282499	696.60
		696.60		696.60	13-JUN	282500	557.28
		557.28		557.28	13-JUN	282501	139.32
		696.60		696.60	13-JUN	282502	428.28
		557.28		557.28	13-JUN	282503	428.28
		696.60		696.60	13-JUN	282504	696.60
		557.28		557.28	13-JUN	282505	417.96
		696.60		696.60	13-JUN	282506	139.32
		557.28		557.28	13-JUN	282507	139.32
		696.60		696.60	13-JUN	282508	139.32
		557.28		557.28	13-JUN	282509	278.64
		557.28		557.28	13-JUN	283916	278.64
		557.28		557.28	13-JUN	284860	139.32
** Total **							15335.52

3000000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000
* Continued *							

3000000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000
* Continued *							

SHERATON GREAT VALLEY HOTEL
 707 East Lancaster Ave
 Frazer, PA 19355-1817 US

1--- 610 280 2084
 1--- 610 594 6796



Sheraton

SHERATON GREAT VALLEY HOTEL
 707 East Lancaster Ave
 Frazer, PA 19355-1817 US

1--- 610 280 2084
 1--- 610 594 6796

Page Number: 2

INVOICE STATEMENT

12995	14-JUN-12
ACCOUNT NO	STATEMENT DATE

12995	14-JUN-12
ACCOUNT NO	STATEMENT DATE

Westchester University
 Poetry Conference 2012- Rooms
 823 South High Street
 West Chester University, PA 19383

Attn:

Westchester University
 Poetry Conference 2012- Rooms
 823 South High Street
 West Chester University, PA 193

PAYMENT DUE UPON RECEIPT OF INVOICE

TO RESOLVE DISCREPANCY DETAILS
 STATE AND RETURN WITH YOUR PAYMENT

DATE	REFERENCE / DESCRIPTION	CHARGE	AMOUNT DUE
		139.32	139.32
		696.60	696.60
		696.60	696.60
		557.28	557.28
		557.28	557.28
		557.28	557.28
		696.60	696.60
		557.28	557.28
		139.32	139.32
		428.28	428.28
		696.60	696.60
		417.96	417.96
		139.32	139.32
		278.64	278.64
		278.64	278.64
		139.32	139.32

DATE	REFERENCE	AMOUNT DUE
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ACCOUNT NO	STATEMENT DATE	CHARGE	CURRENT	PAID IN FULL
			** Continued **	

ACCOUNT ENCLOSED	BALANCE DUE
	** Continued **

SHERATON GREAT VALLEY HOTEL
 707 East Lancaster Ave
 Frazer, PA 19355-1817 US

1-- 610 280 2084
 1-- 610 594 6796



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SHERATON GREAT VALLEY HOTEL
 707 East Lancaster Ave
 Frazer, PA 19355-1817 US

1-- 610 280 2084
 1-- 610 594 6796

Page Number: 1

INVOICE STATEMENT

12995	14-JUN-12
ACCOUNT NO.	STATEMENT DATE

12995	14-JUN-12
ACCOUNT NO.	STATEMENT DATE

Westchester University
 Poetry Conference 2012- Rooms
 823 South High Street
 West Chester University, PA 19383

Attn:

Westchester University
 Poetry Conference 2012- Rooms
 823 South High Street
 West Chester University, PA 193

PAYMENT DUE UPON RECEIPT OF NOTICE

FOR USE IN ORDER CREDIT DETACH FILE
 FILE AND RETURN WITH YOUR PAYMENT

DATE	DESCRIPTION	CHARGE	PAID/CRDIT	AMOUNT DUE	DATE	DESCRIPTION	AMOUNT DUE
		129.00			13-JUN	255186	278.64
		7.74			13-JUN	282478	696.60
		2.58			13-JUN	282479	417.96
		129.00			13-JUN	282480	696.60
		7.74			13-JUN	282481	557.28
		2.58			13-JUN	282482	417.96
					13-JUN	282483	139.32
					13-JUN	282484	557.28
					13-JUN	282485	417.96
					13-JUN	282486	557.28
		278.64		278.64	13-JUN	282487	557.28
3-JUN-12	282478/Folio				13-JUN	282488	557.28
					13-JUN	282489	696.60
5-JUN-12	Room Charge	129.00			13-JUN	282490	557.28
5-JUN-12	State Occupancy Tax	7.74			13-JUN	282491	696.60
5-JUN-12	County Occupancy Tax	2.58			13-JUN	282492	557.28
6-JUN-12	Room Charge	129.00			13-JUN	282493	139.32
6-JUN-12	State Occupancy Tax	7.74			13-JUN	282494	696.60
6-JUN-12	County Occupancy Tax	2.58			13-JUN	282495	696.60
7-JUN-12	Room Charge	129.00			13-JUN	282496	557.28
7-JUN-12	State Occupancy Tax	7.74			13-JUN	282497	557.28
7-JUN-12	County Occupancy Tax	2.58			13-JUN	282498	557.28
8-JUN-12	Room Charge	129.00			13-JUN	282499	696.60
8-JUN-12	State Occupancy Tax	7.74			13-JUN	282500	557.28
8-JUN-12	County Occupancy Tax	2.58			13-JUN	282502	139.32
9-JUN-12	Room Charge	129.00			13-JUN	282503	428.28
9-JUN-12	State Occupancy Tax	7.74			13-JUN	282504	696.60
9-JUN-12	County Occupancy Tax	2.58			13-JUN	282505	417.96
					13-JUN	282508	139.32
					13-JUN	282509	278.64
		696.60		696.60	13-JUN	283916	278.64
3-JUN-12	282479/Folio				13-JUN	284860	139.32
6-JUN-12	Room Charge	129.00			** Total **		15335.52

DATE	DESCRIPTION	CHARGE	PAID/CRDIT	AMOUNT DUE
			** Continued **	

DATE	DESCRIPTION	AMOUNT DUE
		** Continued **

SHERATON GREAT VALLEY HOTEL
 707 East Lancaster Ave
 Pottsville, PA 19355 1817 US

Tel: 610 280 2084
 Fax: 610 594 6796



SHERATON GREAT VALLEY HOTEL
 707 East Lancaster Ave
 Pottsville, PA 19355 1817 US

Tel: 610 280 2084
 Fax: 610 594 6796

Page Number: 2

INVOICE STATEMENT

12995	14-JUN-12
ACCOUNT NO.	STATEMENT DATE

12995	14-JUN-12
ACCOUNT NO.	STATEMENT DATE

Westchester University
 Poetry Conference 2012- Rooms
 823 South High Street
 West Chester University, PA 19383

Attn:

Westchester University
 Poetry Conference 2012- Rooms
 823 South High Street
 West Chester University, PA 193

PAVMENT UNIT ON RECEIPT OF INVOICE

TO ASSURE FULL COMPLIANCE WITH ALL TAX LAWS
 STATE AND FEDERAL PAYMENT YOUR PAYMENT

DATE	DESCRIPTION	CHARGE	AMOUNT DUE
06-JUN-12	State Occupancy Tax	7.74	
06-JUN-12	County Occupancy Tax	2.58	
07-JUN-12	Room Charge	129.00	
07-JUN-12	State Occupancy Tax	7.74	
07-JUN-12	County Occupancy Tax	2.58	
08-JUN-12	Room Charge	129.00	
08-JUN-12	State Occupancy Tax	7.74	
08-JUN-12	County Occupancy Tax	2.58	
		417.96	417.96
03-JUN-12	282480/Folio		
	***Bridgford, Kim 213		
05-JUN-12	Room Charge	129.00	
05-JUN-12	State Occupancy Tax	7.74	
05-JUN-12	County Occupancy Tax	2.58	
06-JUN-12	Room Charge	129.00	
06-JUN-12	State Occupancy Tax	7.74	
06-JUN-12	County Occupancy Tax	2.58	
07-JUN-12	Room Charge	129.00	
07-JUN-12	State Occupancy Tax	7.74	
07-JUN-12	County Occupancy Tax	2.58	
08-JUN-12	Room Charge	129.00	
08-JUN-12	State Occupancy Tax	7.74	
08-JUN-12	County Occupancy Tax	2.58	
09-JUN-12	Room Charge	129.00	
09-JUN-12	State Occupancy Tax	7.74	
09-JUN-12	County Occupancy Tax	2.58	
		696.60	696.60
03-JUN-12	282481/Folio		
	[REDACTED]		
06-JUN-12	Room Charge	129.00	

QUANTITY	QUANTITY	QUANTITY	CURRENT	BALANCE DUE
			** Continued **	

QUANTITY	QUANTITY
	** Continued **

SHERATON GREAT VALLEY HOTEL
 707 East Lancaster Ave
 Frazer, PA 19355 1817 US

T-- 610 280 2084
 F-- 610 594 6796



Sheraton

SHERATON GREAT VALLEY HOTEL
 707 East Lancaster Ave
 Frazer, PA 19355-1817 US

T-- 610 280 2084
 F-- 610 594 6796

Page Number: 3

INVOICE STATEMENT

12995	14-JUN-12
ACCOUNT NO	DATE

12995	14-JUN-12
ACCOUNT NO	DATE

Westchester University
 Poetry Conference 2012- Rooms
 823 South High Street
 West Chester University, PA 19383

Attn:

Westchester University
 Poetry Conference 2012- Rooms
 823 South High Street
 West Chester University, PA 193

PAID BY DUE OR DATE OF NOTICE

PAID BY DUE OR DATE OF NOTICE

DATE	DESCRIPTION	CHARGES	PAID	AMOUNT DUE
6-JUN-12	State Occupancy Tax	7.74		
6-JUN-12	County Occupancy Tax	2.58		
7-JUN-12	Room Charge	129.00		
7-JUN-12	State Occupancy Tax	7.74		
7-JUN-12	County Occupancy Tax	2.58		
8-JUN-12	Room Charge	129.00		
8-JUN-12	State Occupancy Tax	7.74		
8-JUN-12	County Occupancy Tax	2.58		
9-JUN-12	Room Charge	129.00		
9-JUN-12	State Occupancy Tax	7.74		
9-JUN-12	County Occupancy Tax	2.58		
		557.28		557.28
3-JUN-12	282482/Folio			
5-JUN-12	Room Charge	129.00		
5-JUN-12	State Occupancy Tax	7.74		
5-JUN-12	County Occupancy Tax	2.58		
7-JUN-12	Room Charge	129.00		
7-JUN-12	State Occupancy Tax	7.74		
7-JUN-12	County Occupancy Tax	2.58		
3-JUN-12	Room Charge	129.00		
3-JUN-12	State Occupancy Tax	7.74		
3-JUN-12	County Occupancy Tax	2.58		
		417.96		417.96
3-JUN-12	282483/Folio			
3-JUN-12	Room Charge	129.00		
3-JUN-12	State Occupancy Tax	7.74		
3-JUN-12	County Occupancy Tax	2.58		
		139.32		139.32

DATE	DESCRIPTION	CHARGES	PAID	AMOUNT DUE
				** Continued **

SHERATON GREAT VALLEY HOTEL
 707 East Lancaster Ave
 Frazer, PA 19355-1817 US

1 - 610 280 2084
 1 - 610 594 6796



SHERATON GREAT VALLEY HOTEL
 707 East Lancaster Ave
 Frazer, PA 19355-1817 US

1 - 610 280 2084
 1 - 610 594 6796

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INVOICE STATEMENT

12995	14-JUN-12
ACCOUNT NO.	STATEMENT DATE

12995	14-JUN-12
ACCOUNT NO.	STATEMENT DATE

Westchester University
 Poetry Conference 2012- Rooms
 823 South High Street
 West Chester University, PA 19383

Attn:

Westchester University
 Poetry Conference 2012- Rooms
 823 South High Street
 West Chester University, PA 193

PAYMENT ONE (FROM RECEIPT) FACTOR

PAID BY (FROM RECEIPT) FACTOR

DATE	NUMBER/DESCRIPTION	AMOUNT	DUES/CHARGE	ACCOUNT NO.
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DATE	NUMBER/DESCRIPTION	AMOUNT	DUES/CHARGE	ACCOUNT NO.
------	--------------------	--------	-------------	-------------

3-JUN-12 282484/Folio

6-JUN-12 Room Charge 129.00
 6-JUN-12 State Occupancy Tax 7.74
 6-JUN-12 County Occupancy Tax 2.58
 7-JUN-12 Room Charge 129.00
 7-JUN-12 State Occupancy Tax 7.74
 7-JUN-12 County Occupancy Tax 2.58
 8-JUN-12 Room Charge 129.00
 8-JUN-12 State Occupancy Tax 7.74
 8-JUN-12 County Occupancy Tax 2.58
 9-JUN-12 Room Charge 129.00
 9-JUN-12 State Occupancy Tax 7.74
 9-JUN-12 County Occupancy Tax 2.58

557.28

557.28

3-JUN-12 282485/Folio

6-JUN-12 Room Charge 129.00
 6-JUN-12 State Occupancy Tax 7.74
 6-JUN-12 County Occupancy Tax 2.58
 7-JUN-12 Room Charge 129.00
 7-JUN-12 State Occupancy Tax 7.74
 7-JUN-12 County Occupancy Tax 2.58
 8-JUN-12 Room Charge 129.00
 8-JUN-12 State Occupancy Tax 7.74
 8-JUN-12 County Occupancy Tax 2.58

417.96

417.96

3-JUN-12 282486/Folio

6-JUN-12 Room Charge 129.00

DATE	NUMBER/DESCRIPTION	AMOUNT	DUES/CHARGE	ACCOUNT NO.
			** Continued **	

DATE	NUMBER/DESCRIPTION	AMOUNT	DUES/CHARGE	ACCOUNT NO.
			** Continued **	

SHERATON GREAT VALLEY HOTEL
 707 East Lancaster Ave
 Frazer, PA 19355-1817 US

1 -- 610 280 2084
 1 -- 610 594 6796



SHERATON GREAT VALLEY HOTEL
 707 East Lancaster Ave
 Frazer, PA 19355-1817 US

1 -- 610 280 2084
 1 -- 610 594 6796

Page Number: 6

INVOICE STATEMENT

12995	14-JUN-12
ACCOUNT NO.	STATEMENT DATE

12995	14-JUN-12
ACCOUNT NO.	STATEMENT DATE

Westchester University
 Poetry Conference 2012- Rooms
 823 South High Street
 West Chester University, PA 19383

Attn:

Westchester University
 Poetry Conference 2012- Rooms
 823 South High Street
 West Chester University, PA 193

PAYMENT DUE ON RECEIPT OF BILLS

DATE	DESCRIPTION/DESCRIPTION	CHARGE	AMOUNT DUE	AMOUNT PAID
6-JUN-12	State Occupancy Tax	7.74		
6-JUN-12	County Occupancy Tax	2.58		
7-JUN-12	Room Charge	129.00		
7-JUN-12	State Occupancy Tax	7.74		
7-JUN-12	County Occupancy Tax	2.58		
8-JUN-12	Room Charge	129.00		
8-JUN-12	State Occupancy Tax	7.74		
8-JUN-12	County Occupancy Tax	2.58		
9-JUN-12	Room Charge	129.00		
9-JUN-12	State Occupancy Tax	7.74		
9-JUN-12	County Occupancy Tax	2.58		
		557.28	557.28	

3-JUN-12 282489/Folio



5-JUN-12	Room Charge	129.00		
5-JUN-12	State Occupancy Tax	7.74		
5-JUN-12	County Occupancy Tax	2.58		
6-JUN-12	Room Charge	129.00		
6-JUN-12	State Occupancy Tax	7.74		
6-JUN-12	County Occupancy Tax	2.58		
7-JUN-12	Room Charge	129.00		
7-JUN-12	State Occupancy Tax	7.74		
7-JUN-12	County Occupancy Tax	2.58		
8-JUN-12	Room Charge	129.00		
8-JUN-12	State Occupancy Tax	7.74		
8-JUN-12	County Occupancy Tax	2.58		
9-JUN-12	Room Charge	129.00		
9-JUN-12	State Occupancy Tax	7.74		
9-JUN-12	County Occupancy Tax	2.58		
		696.60	696.60	

TO BE PAID BY DEBIT CARD OR CREDIT CARD

DATE	DESCRIPTION	ACCOUNT NO.
------	-------------	-------------

DATE	DESCRIPTION	ACCOUNT NO.	AMOUNT	AMOUNT PAID
			** Continued **	

DATE	DESCRIPTION	ACCOUNT NO.
		** Continued **

SHERATON GREAT VALLEY HOTEL
 707 East Lancaster Ave
 Frazer, PA 19355-1817 US

1 -- 610 280 2084
 1 -- 610 594 6796



Sheraton

SHERATON GREAT VALLEY HOTEL
 707 East Lancaster Ave
 Frazer, PA 19355-1817 US

1 -- 610 280 2084
 1 -- 610 594 6796

Page Number: 7

INVOICE STATEMENT

12995	14-JUN-12
ACCOUNT NO.	STATEMENT DATE

12995	14-JUN-12
ACCOUNT NO.	STATEMENT DATE

Westchester University
 Poetry Conference 2012- Rooms
 823 South High Street
 West Chester University, PA 19383

Attn:

Westchester University
 Poetry Conference 2012- Rooms
 823 South High Street
 West Chester University, PA 193

PAYMENT FROM RECEIPT OF SERVICE

TO BE PAID FROM RECEIPT OF SERVICE
 STATE AND RETURN TO THE DEPARTMENT

DATE	REFERENCE/DESCRIPTION	CHARGES	PAID/CREDIT	AMOUNT DUE
------	-----------------------	---------	-------------	------------

DATE	REFERENCE	ACCOUNT NO.
------	-----------	-------------

3-JUN-12 282490/Folio



6-JUN-12	Room Charge	129.00		
6-JUN-12	State Occupancy Tax	7.74		
6-JUN-12	County Occupancy Tax	2.58		
7-JUN-12	Room Charge	129.00		
7-JUN-12	State Occupancy Tax	7.74		
7-JUN-12	County Occupancy Tax	2.58		
8-JUN-12	Room Charge	129.00		
8-JUN-12	State Occupancy Tax	7.74		
8-JUN-12	County Occupancy Tax	2.58		
9-JUN-12	Room Charge	129.00		
9-JUN-12	State Occupancy Tax	7.74		
9-JUN-12	County Occupancy Tax	2.58		

557.28 557.28

3-JUN-12 282491/Folio



5-JUN-12	Room Charge	129.00		
5-JUN-12	State Occupancy Tax	7.74		
5-JUN-12	County Occupancy Tax	2.58		
6-JUN-12	Room Charge	129.00		
6-JUN-12	State Occupancy Tax	7.74		
6-JUN-12	County Occupancy Tax	2.58		
7-JUN-12	Room Charge	129.00		
7-JUN-12	State Occupancy Tax	7.74		
7-JUN-12	County Occupancy Tax	2.58		
8-JUN-12	Room Charge	129.00		
8-JUN-12	State Occupancy Tax	7.74		
8-JUN-12	County Occupancy Tax	2.58		
9-JUN-12	Room Charge	129.00		
9-JUN-12	State Occupancy Tax	7.74		

DATE	REFERENCE	ACCOUNT NO.	DATE	AMOUNT DUE
				** Continued **

DATE	REFERENCE	ACCOUNT NO.
		** Continued **

SHERATON GREAT VALLEY HOTEL
 707 East Lancaster Ave
 Frazer, PA 19355-1817 US

F-- 610 280 2064
 F-- 610 594 6796



SHERATON GREAT VALLEY HOTEL
 707 East Lancaster Ave
 Frazer, PA 19355-1817 US

F-- 610 280 2064
 F-- 610 594 6796

Page Number: 8

INVOICE STATEMENT

12995	14-JUN-12
ACCOUNT NO.	STATEMENT DATE

12995	14-JUN-12
ACCOUNT NO.	STATEMENT DATE

Westchester University
 Poetry Conference 2012- Rooms
 823 South High Street
 West Chester University, PA 19383

Attn:

Westchester University
 Poetry Conference 2012- Rooms
 823 South High Street
 West Chester University, PA 193

PAID TO THE CREDIT OF THE HOTEL

PLEASE PRINT FROM DEPT 4711'S
 STATE AND RETURN A PROPER PAYMENT

DATE	REFERENCE AND DESCRIPTION	CHARGE	PAY TO ORDER	AMOUNT DUE
09-JUN-12	County Occupancy Tax	2.58		
			696.60	696.60
13-JUN-12	282492/Folio			
	[REDACTED]			
06-JUN-12	Room Charge	129.00		
06-JUN-12	State Occupancy Tax	7.74		
06-JUN-12	County Occupancy Tax	2.58		
07-JUN-12	Room Charge	129.00		
07-JUN-12	State Occupancy Tax	7.74		
07-JUN-12	County Occupancy Tax	2.58		
08-JUN-12	Room Charge	129.00		
08-JUN-12	State Occupancy Tax	7.74		
08-JUN-12	County Occupancy Tax	2.58		
09-JUN-12	Room Charge	129.00		
09-JUN-12	State Occupancy Tax	7.74		
09-JUN-12	County Occupancy Tax	2.58		
		557.28		557.28
13-JUN-12	282493/Folio			
	[REDACTED]			
08-JUN-12	Room Charge	129.00		
08-JUN-12	State Occupancy Tax	7.74		
08-JUN-12	County Occupancy Tax	2.58		
		139.32		139.32
13-JUN-12	282494/Folio			
	[REDACTED]			
05-JUN-12	Room Charge	129.00		
05-JUN-12	State Occupancy Tax	7.74		
05-JUN-12	County Occupancy Tax	2.58		

DATE	REFERENCE	AMOUNT DUE
------	-----------	------------

AMOUNT RECEIVED	REMARKS
	** Continued **

DATE	AMOUNT	CHECK NO.	DEBIT	CREDIT	BALANCE
					** Continued **

SHERATON GREAT VALLEY HOTEL
 707 East Lancaster Ave
 Prozer, PA 19355-1817 US

T-- 610 280 2084
 F-- 610 594 6796



Sheraton

SHERATON GREAT VALLEY HOTEL
 707 East Lancaster Ave
 Prozer, PA 19355-1817 US

T-- 610 280 2084
 F-- 610 594 6796

Page Number: 9

INVOICE STATEMENT

12995	14-JUN-12
ACCOUNT NO	DATE

12995	14-JUN-12
ACCOUNT NO	DATE

Westchester University
 Poetry Conference 2012- Rooms
 823 South High Street
 West Chester University, PA 19383

Attn:

Westchester University
 Poetry Conference 2012- Rooms
 823 South High Street
 West Chester University, PA 193

PAYMENT DUE UPON RECEIPT OF NOTICE

PLEASE PRINT AND RETURN WITH YOUR CHECK

DATE	DESCRIPTION	CHARGE	DUPLICATE	AMOUNT DUE
------	-------------	--------	-----------	------------

DATE	DESCRIPTION	AMOUNT DUE
------	-------------	------------

06-JUN-12	Room Charge	129.00	
06-JUN-12	State Occupancy Tax	7.74	
06-JUN-12	County Occupancy Tax	2.58	
07-JUN-12	Room Charge	129.00	
07-JUN-12	State Occupancy Tax	7.74	
07-JUN-12	County Occupancy Tax	2.58	
08-JUN-12	Room Charge	129.00	
08-JUN-12	State Occupancy Tax	7.74	
08-JUN-12	County Occupancy Tax	2.58	
09-JUN-12	Room Charge	129.00	
09-JUN-12	State Occupancy Tax	7.74	
09-JUN-12	County Occupancy Tax	2.58	

696.60 696.60

03-JUN-12 282495/Folio

05-JUN-12	Room Charge	129.00	
05-JUN-12	State Occupancy Tax	7.74	
05-JUN-12	County Occupancy Tax	2.58	
06-JUN-12	Room Charge	129.00	
06-JUN-12	State Occupancy Tax	7.74	
06-JUN-12	County Occupancy Tax	2.58	
07-JUN-12	Room Charge	129.00	
07-JUN-12	State Occupancy Tax	7.74	
07-JUN-12	County Occupancy Tax	2.58	
08-JUN-12	Room Charge	129.00	
08-JUN-12	State Occupancy Tax	7.74	
08-JUN-12	County Occupancy Tax	2.58	
09-JUN-12	Room Charge	129.00	
09-JUN-12	State Occupancy Tax	7.74	
09-JUN-12	County Occupancy Tax	2.58	

696.60 696.60

DATE	DESCRIPTION	CHARGE	DUPLICATE	AMOUNT DUE
				** Continued **

DATE	DESCRIPTION	AMOUNT DUE
		** Continued **

SHERATON GREAT VALLEY HOTEL
 707 East Lancaster Ave
 Frazer, PA 19355-1817 US

T -- 610 280 2084
 F -- 610 594 6796



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SHERATON GREAT VALLEY HOTEL
 707 East Lancaster Ave
 Frazer, PA 19355-1817 US

T -- 610 280 2084
 F -- 610 594 6796

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INVOICE STATEMENT

12995	14-JUN-12
ACCOUNT NO.	STATEMENT DATE

12995	14-JUN-12
ACCOUNT NO.	STATEMENT DATE

Westchester University
 Poetry Conference 2012- Rooms
 823 South High Street
 West Chester University, PA 19383

Attn:

Westchester University
 Poetry Conference 2012- Rooms
 823 South High Street
 West Chester University, PA 193

PAYMENT DUE UPON RECEIPT OF NOTICE

PLEASE PRINT NAME OF TAXPAYER
 STUD AND RETURN WITH YOUR PAYMENT

DATE	REFERENCE/DESCRIPTION	CHARGE	DUES/AMOUNT	AMOUNT DUE
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DATE	REFERENCE	AMOUNT DUE
------	-----------	------------

3-JUN-12 282496/Folio

6-JUN-12	Room Charge	129.00	
6-JUN-12	State Occupancy Tax	7.74	
6-JUN-12	County Occupancy Tax	2.58	
7-JUN-12	Room Charge	129.00	
7-JUN-12	State Occupancy Tax	7.74	
7-JUN-12	County Occupancy Tax	2.58	
8-JUN-12	Room Charge	129.00	
8-JUN-12	State Occupancy Tax	7.74	
8-JUN-12	County Occupancy Tax	2.58	
9-JUN-12	Room Charge	129.00	
9-JUN-12	State Occupancy Tax	7.74	
9-JUN-12	County Occupancy Tax	2.58	

557.28

557.28

3-JUN-12 282497/Folio

6-JUN-12	Room Charge	129.00	
6-JUN-12	State Occupancy Tax	7.74	
6-JUN-12	County Occupancy Tax	2.58	
7-JUN-12	Room Charge	129.00	
7-JUN-12	State Occupancy Tax	7.74	
7-JUN-12	County Occupancy Tax	2.58	
8-JUN-12	Room Charge	129.00	
8-JUN-12	State Occupancy Tax	7.74	
8-JUN-12	County Occupancy Tax	2.58	
9-JUN-12	Room Charge	129.00	
9-JUN-12	State Occupancy Tax	7.74	
9-JUN-12	County Occupancy Tax	2.58	

557.28

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** Continued **				
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** Continued **		
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SHERATON GREAT VALLEY HOTEL
 707 East Lancaster Ave
 Frazer, PA 19355-1817 US

T - 610 280 2084
 F - 610 594 6796



SHERATON GREAT VALLEY HOTEL
 707 East Lancaster Ave
 Frazer, PA 19355 1817 US

T - 610 280 2084
 F - 610 594 6796

Page Number: 11

DUPLICATE STATEMENT

12995	14-JUN-12
ACCOUNT NO.	STATEMENT DATE

12995	14-JUN-12
ACCOUNT NO.	STATEMENT DATE

Westchester University
 Poetry Conference 2012- Rooms
 823 South High Street
 West Chester University, PA 19383

Attn:

Westchester University
 Poetry Conference 2012- Rooms
 823 South High Street
 West Chester University, PA 193

PAYMENT FOR GOVERNMENT SERVICES

TO BE PAID TO THE STATE OF PENNSYLVANIA
 STATE OF PENNSYLVANIA DEPARTMENT OF REVENUE

DATE	DEBIT/DEBIT/DEFERRED	CREDIT	BALANCE/FORWARD	ACCOUNT NO.
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DATE	DEBIT	CREDIT	BALANCE
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3-JUN-12 282498/Folio



6-JUN-12 Room Charge	129.00	
6-JUN-12 State Occupancy Tax	7.74	
6-JUN-12 County Occupancy Tax	2.58	
7-JUN-12 Room Charge	129.00	
7-JUN-12 State Occupancy Tax	7.74	
7-JUN-12 County Occupancy Tax	2.58	
8-JUN-12 Room Charge	129.00	
8-JUN-12 State Occupancy Tax	7.74	
8-JUN-12 County Occupancy Tax	2.58	
9-JUN-12 Room Charge	129.00	
9-JUN-12 State Occupancy Tax	7.74	
9-JUN-12 County Occupancy Tax	2.58	

557.28

557.28

3-JUN-12 282499/Folio



5-JUN-12 Room Charge	129.00	
5-JUN-12 State Occupancy Tax	7.74	
5-JUN-12 County Occupancy Tax	2.58	
6-JUN-12 Room Charge	129.00	
6-JUN-12 State Occupancy Tax	7.74	
6-JUN-12 County Occupancy Tax	2.58	
7-JUN-12 Room Charge	129.00	
7-JUN-12 State Occupancy Tax	7.74	
7-JUN-12 County Occupancy Tax	2.58	
8-JUN-12 Room Charge	129.00	
8-JUN-12 State Occupancy Tax	7.74	
8-JUN-12 County Occupancy Tax	2.58	
9-JUN-12 Room Charge	129.00	
9-JUN-12 State Occupancy Tax	7.74	

ACCOUNT NO.	STATEMENT DATE	** Continued **
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ACCOUNT NO.	STATEMENT DATE	** Continued **
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SHERATON GREAT VALLEY HOTEL
 707 East Lancaster Ave
 Frazer, PA 19355-1817 US

T -- 610 280 2084
 F -- 610 594 6796



SHERATON GREAT VALLEY HOTEL
 707 East Lancaster Ave
 Frazer, PA 19355-1817 US

T -- 610 280 2084
 F -- 610 594 6796

Page Number: 12

INVOICE STATEMENT

12995	14-JUN-12
ACCOUNTING	STATE/REGIONS

12995	14-JUN-12
ACCOUNTING	STATE/REGIONS

Westchester University
 Poetry Conference 2012- Rooms
 823 South High Street
 West Chester University, PA 19383

Attn:

Westchester University
 Poetry Conference 2012- Rooms
 823 South High Street
 West Chester University, PA 193

PAIDMENT DELEUPON/RECEIPT OF NOTICE

TO BE PAID BY THE GUEST BEFORE THE
 STATE AND RECEIVED WITH YOUR PAYMENT

DATE	DESCRIPTION	AMOUNT	DATE RECEIVED	AMOUNT PAID
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DATE	DESCRIPTION	AMOUNT PAID
------	-------------	-------------

09-JUN-12	County Occupancy Tax	2.58		
			696.60	696.60
13-JUN-12	282500/Folio			
05-JUN-12	Room Charge	129.00		
05-JUN-12	State Occupancy Tax	7.74		
05-JUN-12	County Occupancy Tax	2.58		
06-JUN-12	Room Charge	129.00		
06-JUN-12	State Occupancy Tax	7.74		
06-JUN-12	County Occupancy Tax	2.58		
07-JUN-12	Room Charge	129.00		
07-JUN-12	State Occupancy Tax	7.74		
07-JUN-12	County Occupancy Tax	2.58		
08-JUN-12	Room Charge	129.00		
08-JUN-12	State Occupancy Tax	7.74		
08-JUN-12	County Occupancy Tax	2.58		
			557.28	557.28
13-JUN-12	282502/Folio			
08-JUN-12	Room Charge	129.00		
08-JUN-12	State Occupancy Tax	7.74		
08-JUN-12	County Occupancy Tax	2.58		
			139.32	139.32
13-JUN-12	282503/Folio			
07-JUN-12	State Occupancy Tax	7.74		
07-JUN-12	County Occupancy Tax	2.58		
07-JUN-12	Room Charge	129.00		

DATE	DESCRIPTION	AMOUNT	DATE RECEIVED	AMOUNT PAID
			** Continued **	

DATE	DESCRIPTION	AMOUNT PAID
		** Continued **

SHERATON GREAT VALLEY HOTEL
 707 East Lancaster Ave
 Pottsville, PA 19355-1817 US

T 610 280 2084
 F 610 594 6796



Sheraton

SHERATON GREAT VALLEY HOTEL
 707 East Lancaster Ave
 Pottsville, PA 19355-1817 US

T 610 280 2084
 F 610 594 6796

Page Number: 13

INVOICE STATEMENT

12995	14-JUN-12
ACCOUNT NO.	DATE OF INVOICE

12995	14-JUN-12
ACCOUNT NO.	DATE OF INVOICE

Westchester University
 Poetry Conference 2012- Rooms
 823 South High Street
 West Chester University, PA 19383

Attn:

Westchester University
 Poetry Conference 2012- Rooms
 823 South High Street
 West Chester University, PA 193

STATEMENT OF ACCOUNTS

STATEMENT OF ACCOUNTS

DATE	DESCRIPTION	AMOUNT	PAYMENT	BALANCE
7-JUN-12	State Occupancy Tax	7.74		
7-JUN-12	County Occupancy Tax	2.58		
8-JUN-12	Room Charge	129.00		
8-JUN-12	State Occupancy Tax	7.74		
8-JUN-12	County Occupancy Tax	2.58		
9-JUN-12	Room Charge	129.00		
9-JUN-12	State Occupancy Tax	7.74		
9-JUN-12	County Occupancy Tax	2.58		
		428.28		428.28
3-JUN-12	282504/Folio			
	[REDACTED]			
5-JUN-12	Room Charge	129.00		
5-JUN-12	State Occupancy Tax	7.74		
5-JUN-12	County Occupancy Tax	2.58		
5-JUN-12	Room Charge	129.00		
5-JUN-12	State Occupancy Tax	7.74		
5-JUN-12	County Occupancy Tax	2.58		
7-JUN-12	Room Charge	129.00		
7-JUN-12	State Occupancy Tax	7.74		
7-JUN-12	County Occupancy Tax	2.58		
7-JUN-12	Room Charge	129.00		
7-JUN-12	State Occupancy Tax	7.74		
7-JUN-12	County Occupancy Tax	2.58		
7-JUN-12	Room Charge	129.00		
7-JUN-12	State Occupancy Tax	7.74		
7-JUN-12	County Occupancy Tax	2.58		
7-JUN-12	Room Charge	129.00		
7-JUN-12	State Occupancy Tax	7.74		
7-JUN-12	County Occupancy Tax	2.58		
		696.60		696.60
-JUN-12	282505/Folio			
	[REDACTED]			
-JUN-12	Room Charge	129.00		

DATE	DESCRIPTION	AMOUNT	PAYMENT	BALANCE
				** Continued **

SHERATON GREAT VALLEY HOTEL
 707 East Lancaster Ave
 Potters, PA 19355-1817 US

T - 610 280 2964
 F - 610 594 6796



SHERATON GREAT VALLEY HOTEL
 707 East Lancaster Ave
 Potters, PA 19355-1817 US

T - 610 280 2964
 F - 610 594 6796

Page Number: 14

INVOICE STATEMENT

12995	14-JUN-12
ACCOUNTING	ACCOUNTING

12995	14-JUN-12
ACCOUNTING	ACCOUNTING

Westchester University
 Poetry Conference 2012- Rooms
 823 South High Street
 West Chester University, PA 19383

Attn:

Westchester University
 Poetry Conference 2012- Rooms
 823 South High Street
 West Chester University, PA 193

PAYMENT OR UNPAID RECEIPT OF HOTEL

INVOICE STATEMENT OF HOTEL

DATE	DESCRIPTION	CHARGE	AMOUNT PAID	AMOUNT DUE
6-JUN-12	State Occupancy Tax	7.74		
6-JUN-12	County Occupancy Tax	2.58		
7-JUN-12	Room Charge	129.00		
7-JUN-12	State Occupancy Tax	7.74		
7-JUN-12	County Occupancy Tax	2.58		
8-JUN-12	Room Charge	129.00		
8-JUN-12	State Occupancy Tax	7.74		
8-JUN-12	County Occupancy Tax	2.58		
		417.96		417.96
3-JUN-12	282508/Folio			
	[REDACTED]			
8-JUN-12	Room Charge	129.00		
8-JUN-12	State Occupancy Tax	7.74		
8-JUN-12	County Occupancy Tax	2.58		
		139.32		139.32
3-JUN-12	282509/Folio			
	[REDACTED]			
5-JUN-12	Room Charge	129.00		
5-JUN-12	State Occupancy Tax	7.74		
5-JUN-12	County Occupancy Tax	2.58		
5-JUN-12	Room Charge	129.00		
5-JUN-12	State Occupancy Tax	7.74		
5-JUN-12	County Occupancy Tax	2.58		
		278.64		278.64
3-JUN-12	283916/Folio			
	[REDACTED]			
1-JUN-12	Room Charge	129.00		
1-JUN-12	State Occupancy Tax	7.74		

DATE	DESCRIPTION	CHARGE	AMOUNT PAID	AMOUNT DUE
			** Continued **	

DATE	DESCRIPTION	CHARGE	AMOUNT PAID	AMOUNT DUE
			** Continued **	

SHERATON GREAT VALLEY HOTEL
 707 East Lancaster Ave
 Frazer, PA 19355-1317 US

1-- 610 280 2084
 1-- 610 594 6796



SHERATON GREAT VALLEY HOTEL
 707 East Lancaster Ave
 Frazer, PA 19355-1317 US

1-- 610 280 2084
 1-- 610 594 6796

Page Number: 15

INVOICE STATEMENT

12995	14-JUN-12
ACCOUNT NO	STATEMENT DATE

12995	14-JUN-12
ACCOUNT NO	STATEMENT DATE

Westchester University
 Poetry Conference 2012- Rooms
 823 South High Street
 West Chester University, PA 19383

Attn:

Westchester University
 Poetry Conference 2012- Rooms
 823 South High Street
 West Chester University, PA 193

PAYMENT DUE FOR DELETION NOTICE

ACCOUNT DELETED FROM STATEMENT
 THIS IS NOT A REFUND NOTICE FOR PAID AMOUNT

DATE	DESCRIPTION	AMOUNT	STATEMENT DATE	AMOUNT
18-JUN-12	County Occupancy Tax	2.58		
19-JUN-12	Room Charge	129.00		
19-JUN-12	State Occupancy Tax	7.74		
19-JUN-12	County Occupancy Tax	2.58		
		278.64		278.64
3-JUN-12	284860/Folio			
7-JUN-12	Room Charge	129.00		
7-JUN-12	State Occupancy Tax	7.74		
7-JUN-12	County Occupancy Tax	2.58		
		139.32		139.32

DATE	DESCRIPTION	AMOUNT
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DATE	DESCRIPTION	AMOUNT	STATEMENT DATE	AMOUNT
		15335.52		15335.52

DATE	DESCRIPTION	AMOUNT
		15335.52

SHERATON GREAT VALLEY HOTEL
 707 East Lancaster Ave
 Frazer, PA 19355 1817 US

t - 610 280 2064
 f - 610 594 6796



SHERATON GREAT VALLEY HOTEL
 707 East Lancaster Ave
 Frazer, PA 19355-1817 US

t - 610 280 2064
 f - 610 594 6796

Page Number: 1

INVOICE STATEMENT

12994	14-JUN-12
ACCOUNTING	STATEMENT DATE

12994	14-JUN-12
ACCOUNTING	STATEMENT DATE

West Chester University
 Poetry Conference 2012-Recepti
 823 South High Street
 West Chester University, PA 19383
 Attn: Jamie Smith

West Chester University
 Poetry Conference 2012-Recepti
 823 South High Street
 West Chester University, PA 193

PAYMENT DUE UPON RECEIPT OF INVOICE

TO BE PAID UPON RECEIPT OF INVOICE
 AND APPROVED BY THE ACCOUNTING DEPARTMENT

DATE	DESCRIPTION	CHARGES	TAXES/FEES	AMOUNT DUE
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DATE	DESCRIPTION	AMOUNT DUE
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13-JUN-12	255179/Folio			
	***Poetry Conference 2012			
18-JUN-12	Banquets	3024.07		
13-JUN-12	Banquet Local		97.87-	
	<i>Tax exempt.</i>			
		3024.07	97.87-	2926.20

13-JUN	255179	2926.20
** Total **		2926.20

DATE	DESCRIPTION	CHARGES	TAXES/FEES	AMOUNT DUE
		2926.20		2926.20

DATE	DESCRIPTION	AMOUNT DUE
		2926.20

Sheraton Great Valley Hotel

707 East Lancaster Avenue Frazer, PA 19355
 Phone: (610) 524-5500 - Fax: (610) 594-8080

Check#: 3,399
 Page: 1 of 2
 Created: 6/8/2012

Banquet Check

Account: SGV Educational/Religious Post As: Poetry Conference BEO Name: Poetry Conference Address: 823 South High Street West Chester, PA 19383	Event Date: 6/8/2012 Contact: Ms. Jamie Smith Phone: XXXXXXXXXX Fax: On-Site:
---	--

Date	Time	Room	Function	AGR	EXP	GTD	Rental
6/8/2012	10:00pm-11:00pm	Regency Ballroom	Reception (Bev)	80	60	0	0.00
6/8/2012	10:00pm- 1:00am	Regency Ballroom	Reception (F&B)	80	60	0	0.00

NO.	FOOD	PRICE	SUBTOTAL	TOTAL
30	Domestic and Imported Cheese Presentation Garnished With Fresh Fruit and Served with Crackers	4.95	148.50	
1	Order(s) Ahi Tuna on Roasted Fingerling Potato with Wasabi Sauce	160.00	160.00	
2	Order(s) Grilled Chicken & Brie Quesadillas with Sliced Almonds	135.00	270.00	
2	Order(s) Crab Rangoons	145.00	290.00	
2	Order(s) Swedish Meatballs	75.00	150.00	
	TOTAL FOOD		1,018.50	
	SERVICE CHARGE %	20.00	203.70	
	SALES TAX %	6.00	73.33	
				1,295.53

NO.	BEVERAGE	PRICE	SUBTOTAL	TOTAL
100	Unlimited Consumption of Premium Liquor, House Wines, Domestic & Imported Beers, Soft Drinks and Juices for ONE (1) Hour	12.95	1,295.00	
	TOTAL BEVERAGE		1,295.00	
	SERVICE CHARGE %	20.00	259.00	
	SALES TAX %	6.00	15.54	
				1,569.54

NO.	MISCELLANEOUS	PRICE	SUBTOTAL	TOTAL
1	Bartender Fee Required	125.00	125.00	
	TOTAL MISCELLANEOUS		125.00	
	SERVICE CHARGE %	20.00	25.00	
	SALES TAX %	6.00	9.00	
				159.00

Account: SGV Educational/Religious	Event Date: 6/8/2012
Post As: Poetry Conference	Contact: Ms. Jamie Smith
BEO Name: Poetry Conference	Phone: [REDACTED]
Address: 823 South High Street	Fax: [REDACTED]
West Chester, PA 19383	On-Site:

ROOM RENTAL	PRICE	SUBTOTAL	TOTAL
Room: Regency Ballroom	Function: RBV		
Room: Regency Ballroom	Function: RFB		
	TOTAL	0.00	
	SERVICE CHARGE %	20.00	0.00
	ROOM RENTAL TAX %	6.00	0.00
			0.00

Grand Total: 3,024.07

Balance Due: 3,024.07

Handwritten: Total amount (7/8/12)
\$2920.00

Handwritten Signature: Jamie K. Smith

Client Signature

A 2 J# 30

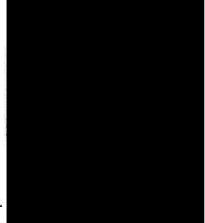
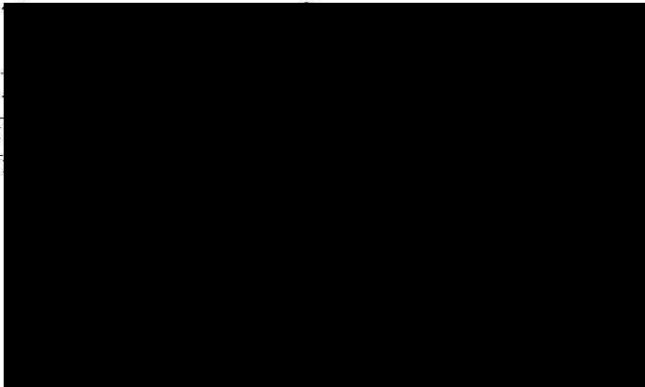
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SECURITY FEATURES INCLUDE TRUE WATERMARK PAPER, HEAT SENSITIVE ICON AND FOIL HOLOGRAM

<p>WEST CHESTER UNIVERSITY FOUNDATION P.O. BOX 541 WEST CHESTER, PA 19381</p>		<p>4501</p> <p>CHECK ARMOR CHECK DATE: 6/21/2012 CHECK NO.: 4501</p>	
<p>PAY</p> <p>TO THE ORDER OF</p> <p>Sheraton Great Valley Hotel 707 East Lancaster Ave. Frazer, PA 19355</p>		<p>EIGHTEEN THOUSAND TWO HUNDRED SIXTY ONE AND 72/100 DOLLARS**</p> <p>CHECK AMOUNT \$** 18,261.72</p>	<p><small>Details on Back</small></p> <p><small>Security Features Included</small></p>
		<p><small>ORIGINAL</small></p> <p><small>IMAGED</small></p> <p><small>DIRECT PRINTING</small></p> <p><small>MP</small></p> <p>AUTHORIZED SIGNATURE</p>	

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This is an image of an item (check, substitute check, or debit memo) which has posted to your account. Items resulting in a non-sufficient funds situation may not have been paid. Unpaid items will show as a credit item in your account history on the business date following the date the item was presented.

Section V. – Poetry Center Transactions between WCU and WCUF

Handout 20

Inter-Organization Transaction 1 – \$2,241

**WCU GENERAL LEGER
RELATED TO THE POETRY CENTER**

**WCUF GENERAL LEGER
RELATED TO THE POETRY CENTER**

**West Chester University Foundation
General Ledger Report - All Funds
January 2010 to December 2014**

Fund ID	Fund Description	Date	GL Account	Trans. No.	Journal	Reference	Dr.	Cr.
2124-950	Iris N. Spencer Poetry Awards	11/30/2013	2-2000 (Accounts Payable)	5428-48	Accounts Payable	WCU of PA-Manual Check-2989	2,241.36	
2124-950	Iris N. Spencer Poetry Awards	11/30/2013	2-4900 (Release from Restrictions)	5428-46	Accounts Payable	WCU of PA-Poetry Conference Ads	2,241.36	
2124-950	Iris N. Spencer Poetry Awards	11/30/2013	1-6230 (Advertising)	5428-44	Accounts Payable	WCU of PA-Poetry Conference Ads	2,241.36	
2124-950	Iris N. Spencer Poetry Awards	11/30/2013	2-2000 (Accounts Payable)	5428-45	Accounts Payable	WCU of PA-Poetry Conference Ads		2,241.36
2124-950	Iris N. Spencer Poetry Awards	11/30/2013	1-4900 (Release from Restrictions)	5428-47	Accounts Payable	WCU of PA-Poetry Conference Ads	2,241.36	
2124-950	Iris N. Spencer Poetry Awards	11/30/2013	2-1000 (Cash)	5428-49	Accounts Payable	WCU of PA-Manual Check-2989		2,241.36

POETRY CENTER SUPPORT PROVIDED

Report ID: WCUSFRCP.SQR

West Chester University
DEPARTMENT RECEIPTS BY ACCOUNT

Page No. 1
Run Date 12/08/2015

From Date: 27-NOV-2013 To Date: 02-DEC-2013

Account	Dept	Fund	Prog	Proj	Date	Amount	Description
4820	2124-910	2100	REN	0	27-NOV-2013	2,523.92	IRIS SPENCER POETRY AWARDS
						=====	
					total	2,523.92	

end report

PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION

Date:12/08/2015

User: [REDACTED]

General Ledger Report

Time: 16:22:18

Client: PRD300

Bus Area - 75 ; F.Year - 2014 ; Fund - 7533102124

Page: 1

Business Area 75 West Chester

Fund 7533102124 Iris N. Spencer Poetry Awards

Fund Center 7533102124 Iris N. Spencer Poetry Awards

Account 469220 Miscellaneous Fees

Begining Balance (07/01/2013)

0.00

Posting Date Doc. Number DT Item Description

Amount User Entry Date Vendor

11/27/2013 102466553 Z2 PSoft Student Txn

2,523.92

12/02/2013

Account:469220 Miscellaneous Fees

Ending Balance (06/30/2014)

2,523.92

Account 479000 Miscellaneous Revenue

Begining Balance (07/01/2013)

0.00

Posting Date Doc. Number DT Item Description

Amount User Entry Date Vendor

[REDACTED]

WCUF SUPPORT PROVIDED



DISBURSEMENT AUTHORIZATION

As EXECUTIVE DIRECTOR and DIRECTOR OF FINANCE AND ACCOUNTING of the West Chester University Foundation (WE) authorize disbursement of the amount specified below.

SIGNATURE:

[Redacted Signature]

[Redacted Name] Executive Director

[Redacted Name]

[Redacted Name] Chief Financial Officer

*ck # 2989
picked it up*

DATE: 7-Nov-13

AMOUNT: \$ 2,241.36

PAYEE: West Chester University

ADDRESS: WCU Poetry Center

Poetry House

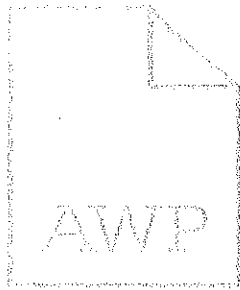
West Chester, PA

FNDTN DEPT. NO: 2124-950

**BALANCE
BEFORE
DISBURSE
MENT:**

JUSTIFICATION FOR PAYMENT:

WCU has paid for three ads: the AWP conference program, Writer's Chronicle, and Poets & Writers magazine. These are advertisements for both the poetry conference and Iris N. Spencer awards. The Iris N. Spencer account will pay for half of each ad.



The Association of Writers & Writing Programs

The Writer's Chronicle

703.993.4310 advertising@awpwriter.org
MS1E3, George Mason University, Fairfax, VA 22030
Phone: (703) 993-4301, Fax: (703) 993-4302, www.awpwriter.org

AWP Tax ID#: 05-0314999

Terms: Net 30 Prepay

PO Number:

Serial Number: ADV1035

Invoice Number: INV5644

Reservation Date: 10/29/2013

Contact Information:

West Chester University Poetry Center
823 S. High Street
West Chester PA 19383

Phone

Email

CC Email

Fax

Reserved By:

<http://wcupoetrycenter.com/>

Advertisement Information:

Publication: The Writer's Chronicle (Display)

Ad Size: Full Page (No Bleed) 7.25 w x 9.5 h

Position: Front of Chronicle

Year: 2014 **Issue:** February

Full Color

Words (Class only):

Term (Web only):

Cost/Discounts/Due Date:

First Time Advertiser Yes No

Discounts (Display only)

- 5% - AWP Member
- 10% - WC&C Member
- 10% - Multiple Placement
- 5% - 2x Placement
- 5% - Prepay
- 5% - Special Offer
- Sponsor/Exchange/Other

Base Cost: \$1625.00

Total Discount: 5 %

Balance Due: \$1543.75

Due Date: 11/27/2013

Total Paid:

Total Due: \$1543.75

Balance Due after Due Date: \$1590.06

*Please make checks payable to AWP and include a copy of this invoice.
To pay online, please visit <https://www.awpwriter.org/store/advertising>.
Accounts more than 60 days past due will be subject to a 3% monthly surcharge.*

By making this reservation, you are agreeing to AWP's Terms and Conditions, which are located at <https://www.awpwriter.org/application/public/pdf/about/AWPAdvertisingTerms.pdf>

Poets & Writers, Inc.

90 Broad Street, Suite 2100
New York, NY 10004

Order Confirmation

Advertiser

West Chester Poetry Conference
West Chester University of PA--Accts Payable
201 Carter Drive, Suite 200
West Chester, PA 19383

Publisher

Rep:
Rep
Rep

Publication	Issue	Issue Date	Frequency	Ad Size	Color	Cancellation Deadline	Material Deadline	Card Rate	Gross	Net
Magazine Display	Jan/Feb	1/1/2014	1x	1/2 Page Horizontal	4-Color	10/31/2013	11/7/2013	1,950.00	1,950.00	1,950.00
										\$1,950.00
Advertising Terms & Conditions										

If any of the details of your advertising reservation are incorrect, please contact us immediately.

Cancellation: Advertisers may not cancel display advertising orders after the reservation deadline. Online advertising orders may not be canceled less than 10 business days before the start date. Cancellations received after these dates will be billed at the full rate regardless of whether advertising materials are received.

Production: All display and online advertising materials should be sent to adcopy@pw.org. Materials received after the materials deadline may be charged a \$75 late fee.

Client responsibility: All ads will be deemed acceptable as submitted unless Publisher receives written notice of required changes. All advertisements are accepted and published as represented by the advertiser or agency, who are authorized to grant the right to publish the entire contents including art and photos. Advertiser hereby indemnifies Publisher against any claims relating to unauthorized use of content or art. Advertisers are solely responsible for the content of their advertisements placed and printed. Publisher accepts no responsibility for typographical errors.

Payment terms: All first-time advertisers and job listings advertisers are required to prepay. For all other advertisers, terms are 30 days net. 15% commission to recognized advertising agencies. Credit card payments and checks accepted.

Copy restrictions: Publisher reserves the right, at its absolute discretion and at any time, to reject advertising materials. Advertisements that simulate editorial content must be clearly labeled ADVERTISEMENT. We do not accept advertising from vanity presses or from organizations or contests that exploit writers.

Thank you!

Subject: Expenditure permission - your reply is requested

Date: Thursday, November 21, 2013 3:07 PM

From: [redacted]@wcufoundation.org>

To: [redacted]@aol.com [redacted]@aol.com>

Cc: [redacted]@wcupa.edu>

Priority: Highest

Dear [redacted]

It is my understanding that you would like funds from the "Iris N. Spencer Award" (2124-950 FN), which is normally used exclusively for scholarships, to be used to pay an operational expense.

The specific operational expense in question is \$2,241 to cover the cost of advertising the Iris awards in the ADP Program, The Writer's Chronicle, and Poets & Writer's Magazine.

Your permission is required before this expenditure can be executed.

Thank you.

[redacted]




[redacted]

[redacted]@
My LinkedIn Profile <<http://www.linkedin.com/>>
PO Box 541 • West Chester, PA 19381

[redacted]
www.wcufoundation.org <<http://www.wcufoundation.org>>

[redacted]
<<http://www.twitter.com/wcufoundation>>

west-chester-university-foundation> 
University-Foundation/136941232996166>

Can you let me know when the check is ready and I'll stop by?
Thanks!

ro_top>
m/company/
Vest-Chester-

[redacted]

Check Image

Print

WEST CHESTER UNIVERSITY FOUNDATION
 121 W. ROSEDALE AVE., RM 120C
 WEST CHESTER, PA 19383

2989

DATE 11/27/13 3-7515/360
507

PAY TO THE ORDER OF * West Chester University of PA * \$ 2,241.36

two thousand two hundred forty one & 36/100 DOLLARS

FOR Poetry conference Ads



CLOSE

This is an image of an item (check, substitute check, or debit memo) which has posted to your account. Items resulting in a non-sufficient funds situation may not have been paid. Unpaid items will show as a credit item in your account history on the business date following the date the item was presented.

11/27/13

Poetry conference Ads

Section V. – Poetry Center Transactions between WCU and WCUF

Handout 21

Inter-Organization Transaction 2 – \$12,700

**WCU GENERAL LEGER
RELATED TO THE POETRY CENTER**

West Chester University - Poetry Center
 Revenue and Expenditures
 For Years Ending December 31, 2009 through 2015

FY	Commitment Item No.	Commitment Item	Fund Centers No.	Fund Centers	Posting Date	ItemText	Amount
2014	625399	Othr Professnl Svcs	7517127005	Poetry Conference - SS 6/30/2014		POETRYCONF 6/4-7/14-REIM REGISTRATION,HOUSING,FOOD	(12,700.00)

West Chester University
 Revenue and Expenditures
 For Years Ending December 31, 2009 through 2015

FY	Commitment Item No.	Commitment Item	Fund Centers No.	Fund Centers	Posting Date	PO Doc #	ItemText	Amount
2014	625399	Othr Professnl Svcs	7517127005	Poetry Conference - SS	6/30/2014		POETRYCONF 6/4-7/14-REIM REGISTRATION,HOUSING,FOOD	(12,700.00)
2015	625399	Othr Professnl Svcs	7517127005	Poetry Conference - SS	09/03/2014	4500441760	POETRY SCC 14-26 4 NIGHTS 6/4 - 6/8	5,460.00
2015	625399	Othr Professnl Svcs	7517127005	Poetry Conference - SS	09/03/2014	4500441760	POETRY SCC 14-26 5 NIGHTS 6/3 - 6/8	5,775.00
2015	625399	Othr Professnl Svcs	7517127005	Poetry Conference - SS	09/03/2014	4500441760	POETRY SCC 14-26 3 NIGHTS 6/4 - 6/7.	735.00
2015	625399	Othr Professnl Svcs	7517127005	Poetry Conference - SS	09/03/2014	4500441760	POETRY SCC 14-26 4 NIGHTS 6/3 - 6/7.	420.00
2015	625399	Othr Professnl Svcs	7517127005	Poetry Conference - SS	09/03/2014	4500441760	POETRY SCC 14-26 3 NIGHTS 6/3 - 6/6.	105.00
2015	625399	Othr Professnl Svcs	7517127005	Poetry Conference - SS	09/03/2014	4500441760	POETRY SCC 14-26 2 NIGHTS.	70.00
Total \$								(135)

""""Y EWH General Ledger

**West Chester University Foundation
General Ledger Report - All Funds
January 2010 to December 2014**

Fund ID	Fund Description	Date	GL Account	Trans. No.	Journal	Reference	Dr.	Cr.
2124-906	Poetry Conference Attendee Expenses	7/25/2014	2-2000 (Accounts Payable)	6577-92	Accounts Payable	WCU of PA-Computer Chec-1489	6,000.00	
2124-906	Poetry Conference Attendee Expenses	7/25/2014	1-4399 (Distributions to WCU)	6577-59	Accounts Payable	WCU of PA-Registration, housing & Food Poetry Conf. SAP#7517	6,000.00	
2124-906	Poetry Conference Attendee Expenses	7/25/2014	2-4900 (Release from Restrictions)	6577-63	Accounts Payable	WCU of PA-Registration, housing & Food Poetry Conf. SAP#7517	6,000.00	
2124-950	Iris N. Spencer Poetry Awards	7/25/2014	2-2000 (Accounts Payable)	6577-92	Accounts Payable	WCU of PA-Computer Chec-1489	3,450.00	
2124-950	Iris N. Spencer Poetry Awards	7/25/2014	1-4399 (Distributions to WCU)	6577-61	Accounts Payable	WCU of PA-Registration, housing & Food Poetry Conf. SAP#7517	3,450.00	
2124-950	Iris N. Spencer Poetry Awards	7/25/2014	2-4900 (Release from Restrictions)	6577-65	Accounts Payable	WCU of PA-Registration, housing & Food Poetry Conf. SAP#7517	3,450.00	
2124-952	Poetry Center Operating	7/25/2014	2-2000 (Accounts Payable)	6577-92	Accounts Payable	WCU of PA-Computer Chec-1489	3,250.00	
2124-952	Poetry Center Operating	7/25/2014	1-4399 (Distributions to WCU)	6577-62	Accounts Payable	WCU of PA-Registration, housing & Food Poetry Conf. SAP#7517	3,250.00	
2124-952	Poetry Center Operating	7/25/2014	2-4900 (Release from Restrictions)	6577-67	Accounts Payable	WCU of PA-Registration, housing & Food Poetry Conf. SAP#7517	3,250.00	
2124-952	Poetry Center Operating	7/25/2014	2-2000 (Accounts Payable)	6577-60	Accounts Payable	WCU of PA-Registration, housing & Food Poetry Conf. SAP#7517		3,250.00
2124-952	Poetry Center Operating	7/25/2014	1-4900 (Release from Restrictions)	6577-68	Accounts Payable	WCU of PA-Registration, housing & Food Poetry Conf. SAP#7517	3,250.00	
2124-952	Poetry Center Operating	7/25/2014	2-1000 (Cash)	6577-93	Accounts Payable	WCU of PA-Computer Chec-1489	3,250.00	
2124-950	Iris N. Spencer Poetry Awards	7/25/2014	2-2000 (Accounts Payable)	6577-60	Accounts Payable	WCU of PA-Registration, housing & Food Poetry Conf. SAP#7517	3,450.00	
2124-950	Iris N. Spencer Poetry Awards	7/25/2014	1-4900 (Release from Restrictions)	6577-66	Accounts Payable	WCU of PA-Registration, housing & Food Poetry Conf. SAP#7517	3,450.00	
2124-950	Iris N. Spencer Poetry Awards	7/25/2014	2-1000 (Cash)	6577-93	Accounts Payable	WCU of PA-Computer Chec-1489	3,450.00	
2124-906	Poetry Conference Attendee Expenses	7/25/2014	2-2000 (Accounts Payable)	6577-60	Accounts Payable	WCU of PA-Registration, housing & Food Poetry Conf. SAP#7517	6,000.00	
2124-906	Poetry Conference Attendee Expenses	7/25/2014	1-4900 (Release from Restrictions)	6577-64	Accounts Payable	WCU of PA-Registration, housing & Food Poetry Conf. SAP#7517	6,000.00	
2124-906	Poetry Conference Attendee Expenses	7/25/2014	2-1000 (Cash)	6577-93	Accounts Payable	WCU of PA-Computer Chec-1489	6,000.00	

POETRY CENTER SUPPORT PROVIDED

Doc.Type : RE (Invoice - gross) Normal document
 Doc. Number 5101027153 Company Code SSHE Fiscal Year 2015
 Doc. Date 06/17/2014 Posting Date 09/03/2014 Period 03
 Calculate Tax
 Ref.Doc. SCC14-26
 Doc. Currency USD

Item	PK	Account	Account short text	Amount	Bu	Cost Ctr	Order	WBS element	Funds Center	Fund	Functional Area	Earmd Frnds	Item	Text
1	31	2078107	UNIVERSITY STUDENT H	12,569.00	75									AH 45-441760
2	81	625399	Othr Professnl Svcs	70.00	75	7517127005			7517127005	7513001000	3110			Poetry SCC 14-26 2 Nights.
3	81	625399	Othr Professnl Svcs	105.00	75	7517127005			7517127005	7513001000	3110			Poetry SCC 14-26 3 Nights 6/3.
4	81	625399	Othr Professnl Svcs	725.00	75	7517127005			7517127005	7513001000	3110			Poetry SCC 14-26 3 Nights 6/4.
5	81	625399	Othr Professnl Svcs	420.00	75	7517127005			7517127005	7513001000	3110			Poetry SCC 14-26 4 Nights 6/2.
6	81	625399	Othr Professnl Svcs	5,460.00	75	7517127005			7517127005	7513001000	3110			Poetry SCC 14-26 4 Nights 6/4.
7	81	625399	Othr Professnl Svcs	5,775.00	75	7517127005			7517127005	7513001000	3110			Poetry SCC 14-26 5 Nights 6/3.
				0.00										

THIS IS THE ENTRY TO
 DR EXPENSES
 CR A/P

4500 44176
519 1038426

University Hall
180 University Avenue
West Chester, PA 19383



Phone 610-430-4975
Fax 610-430-4061
www.wchousing.com

CONFERENCE INVOICE

Invoice #	SCC 14-26
Invoice Date:	6/17/2014
Billing Terms:	NET 30 DAYS

REMIT PAYMENT TO:		BILL TO:	
Payable to:	USH, LLC	Company:	West Chester University
Attention:	[REDACTED]	Name:	Conference Services
Address:	[REDACTED]	Address:	13/15 University Ave.
City/State/Zip:	[REDACTED]	City/State/Zip:	West Chester, PA 19383

BILLING INFORMATION

CONFERENCE NAME:	Dates of Stay	# Nights	# Guests	Rate p/n	Amount Due
Poetry	6/4/14 to 6/6/14	2	1	\$35	\$70
	6/3/14 to 6/6/14	3	1	\$35	\$105
	6/4/14 to 6/7/14	3	7	\$35	\$735
	6/3/14 to 6/7/14	4	3	\$35	\$420
	6/4/14 to 6/8/14	4	39	\$35	\$5,460
	6/3/14 to 6/8/14	5	33	\$35	\$5,775
TOTAL AMOUNT DUE					\$12,565

CONFERENCE NOTES:

University Hall
Missing Ram Cards from: [REDACTED]
Missing Room Key from: [REDACTED]



Conference Services
Office of Cultural and Community Affairs
13/15 University Avenue
West Chester University
West Chester, PA 19382

610-436-6931
Fax: 610-738-0466

Return Payment to:

West Chester University Foundation

PO Box 541
West Chester, PA 19381

West Chester University of Pennsylvania
Conference Services
13/15 University Ave.
West Chester, PA 19382

July 21, 2014

Invoice No.: 4473
Date: June 4 – June 7, 2014
SAP #: [REDACTED]

Registration, Housing and Food at the Poetry Conference

\$12,700.00

Payment is due within 30 days.

Make checks payable to West Chester University

WEST CHESTER UNIVERSITY FOUNDATION

To: WCU of PA

7/25/2014

INVOICE NUMBER	DATE	DESCRIPTION	AMOUNT	DISCOUNT	NET AMOUNT
4473	7/21/2014	Registration, Housing & Food Poetry Conf. SAP#7517127005	\$12,700.00	\$0.00	\$12,700.00
		Totals:	\$12,700.00	\$0.00	\$12,700.00

SECURITY FEATURES INCLUDE TRUE WATERMARK PAPER HEAT SENSITIVE ICON AND FOIL HOLOGRAM

WEST CHESTER UNIVERSITY FOUNDATION

P.O. BOX 541
WEST CHESTER, PA 19381



1489

CHECK DATE

CHECK NO.

7/25/2014

1489

CHECK AMOUNT

Twelve thousand seven hundred and 00/100 Dollars

\$** 12,700.00

TO THE ORDER OF

WCU of PA
Fiscal Affairs, 201 Carter Drive, WCU



Make checks payable to West Chester University

Doc. Type : ZP (Payment posting) Normal document
 Doc. Number 2006736095 Company Code SSHE Fiscal Year 2015
 Doc. Date 09/05/2014 Posting Date 09/05/2014 Period 03
 Calculate Tax
 Doc. Currency USD
 Payment Run ID 09/05/2014 - 75RP1

Item	PK	Account	Account short text	Amount	Bu	Cost Ctr	Order	WBS element	Funds Center	Fund	Functional Area	Earmd Fndc	Item	Text
1	25	2078107	UNIVERSITY STUDENT H	31,135.00	75									
2	50	107582	WE M&T CDA Cks Drawn	31,135.00	-75									
				0.00										

THIS IS THE ENTRY
 TO DR A/P
 CR EXPENSES

THE \$131,135 WAS MADE UP OF
 THE \$12,565 INVOICE AND
 OTHER INVOICES TO USA

Payee: UNIVERSITY STUDENT HOUSING
Vendor Number: 2078107

Check Number: 1000238295
Check Date : 09/05/2014

Invoice Number	Invoice Date	Document Text	Gross Amount	Discount	Net Amount
SCC14-26	06/17/2014	AH 45-441760	12,565.00	0.00	12,565.00
		Check Total.....			\$ 31,135.00
		9/16/14			

WCU
WEST CHESTER
UNIVERSITY

West Chester University of Pennsylvania
Accounts Payable Office
West Chester, PA 19383

1000238295

09/05/2014

VOID AFTER 180 DAYS

PAY *** THIRTY-ONE THOUSAND ONE HUNDRED THIRTY-FIVE USD and ZERO Cents

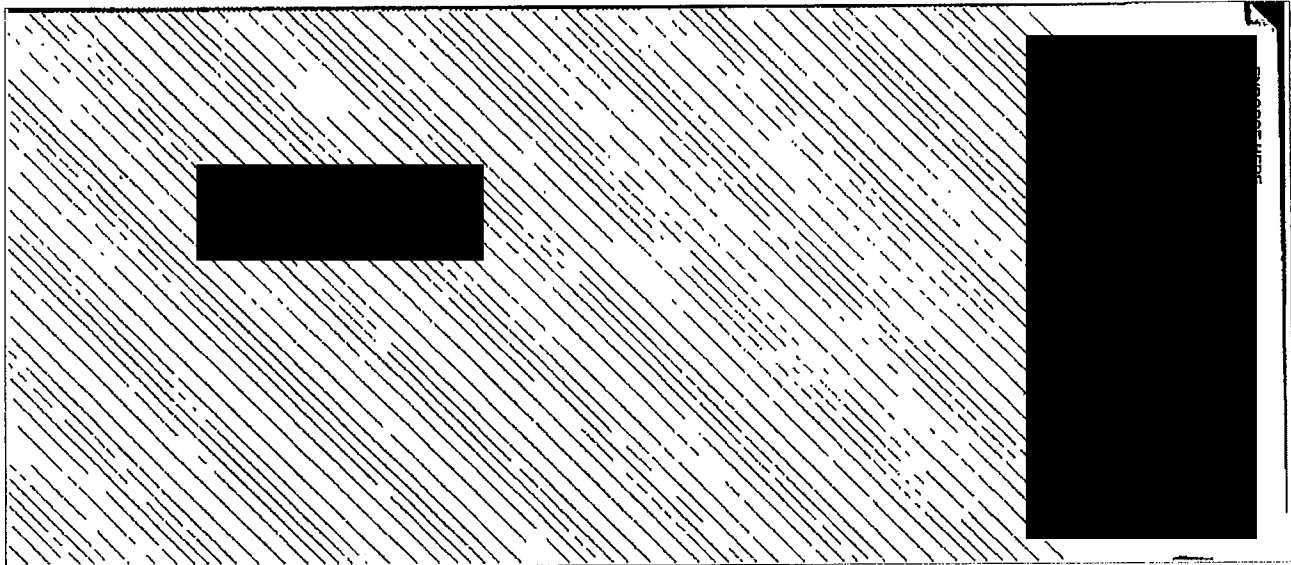
\$ 31,135.00

TO
THE
ORDER
OF

UNIVERSITY STUDENT HOUSING
202 CARTER DRIVE
WEST CHESTER PA 19382

Manual Signature required
\$50,000.00 and over.

DOCUMENT PROTECTED BY POSITIVE PAY. ARTIFICIAL WATERMARK ON BACK. HOLD AT ANGLE TO VIEW.



Doc. Type : SA (G/L account document) Normal document
 Doc. Number 102603372 Company Code SSHE Fiscal Year 2014
 Doc. Date 07/21/2014 Posting Date 06/30/2014 Period 12
 Calculate Tax
 Ref.Doc. 75_CS4473
 Doc. Currency USD
 Doc. Hdr Text Poetry Conf 6/4-6/7/14

Itm	PK	Account	Account short text	Amount	Bu	Cost Ctr	Order	WBS element	Funds Center	Fund	Functional Area	Text
1	40	120235	A/R Camps/Confer	12,700.00	75					7513001000		PoetryConf 6/4-7/14-Reim registration, housing, food
2	50	625399	Othr Professnl Svcs	12,700.00	75	7517127005			7517127005	7513001000	3110	PoetryConf 6/4-7/14-Reim registration, housing, food
*				0.00								

ORIGINAL ENTRY RECORDING THE AIR

PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION

Date:12/11/2015

User: [REDACTED]
Client: PRD300

General Ledger Report
Bus Area - 75 ; F.Year - 2014 ; F.Center - 7517127005

Time: 13:21:34
Page: 1

Business Area 75 West Chester
Fund 7513001000 General Fund - SS
Fund Center 7517127005 Poetry Conference - SS
Account 625399 Other Professional Services

Begining Balance (07/01/2013)

0.00

Posting Date	Doc. Number	DT	Item Description	Amount	User	Entry Date	Vendor
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06/30/2014	102603372	SA	PoetryConf 6/4-7/14-Reim registration, housing, food	12,700.00-		08/04/2014	
Account:625399		Other Professional Services	Ending Balance (06/30/2014)	15,520.29			

12,700.00-
15,520.29

08/04/2014

G/L Account
Company Code


120235 Accounts Receivable - Camps and Confer
SSHE

Stat	DocumentNo	Doc. Date	Pstng Date	Clrng doc.	Reference	Type	PK	G/L	Amount in DC	Bu	Cost Ctr	Funds Center	Fund	Text
<input type="checkbox"/>	✓	102603372	07/21/2014	06/30/2014	75_CS4473	SA	40	120235	12,700.00	75			7513001000	PoetryConf 6/4-7/14-Reim registration,housing,food
	*							120235	90,248.94					
	**							120235	90,248.94					

G/L Account
Company Code

120235
SSHE

Accounts Receivable - Camps and Confer

Stat	DocumentNo	Doc. Date	Pstng Date	Clrng doc.	Reference	Type	PK	G/L	Amount in DC	Bu	Cost Ctr	Funds Center	Fund	Text
<input type="checkbox"/>	✓ 102604624	08/05/2014	08/05/2014		75_CSH_08052014	Z2	50	120235	12,700.00-	75			7513001000	PSoft Student Txn
														

check deposit
OR CASH
CR AIR

WCUF SUPPORT PROVIDED



Conference Services
 Office of Cultural and Community Affairs
 13/15 University Avenue
 West Chester University
 West Chester, PA 19382

610-436-6931
 Fax: 610-738-0466

Return Payment to:

West Chester University Foundation
 [Redacted]
 PO Box 541
 West Chester, PA 19381

West Chester University of Pennsylvania
 Conference Services
 13/15 University Ave.
 West Chester, PA 19382

July 21, 2014

Invoice No.: 4473
 Date: June 4 - June 7, 2014
 SAP #: [Redacted]

Registration, Housing and Food at the Poetry Conference **\$12,700.00**

Payment is due within 30 days.

Make checks payable to West Chester University

Date: _____		USH / WCUF / Other _____	
Fund/Entity	Acct#	Amount	
2124-911	1-4399	\$	6,000
2134-910	1-4399	\$	3,450
2124-912	1-4399	\$	3,250
		Total \$ _____	
Desc: <u>Payments to Conf. Services</u>			
for <u>Poetry Conference</u>			
Approval: _____		[Redacted]	
Approval: _____		[Redacted]	

*3rd approval for

[Redacted] / R. Bridgford
 attached. Page 191 of 221



WEST CHESTER UNIVERSITY
FOUNDATION
----- Student Success Is Our Mission -----

West Chester University Foundation

Disbursement Authorization

SIGNATURE:

[Redacted Signature]

Poetry Center Director

[Redacted Signature]

WCU Dean

DATE: July 14, 2014

AMOUNT: \$6000

PAYEE: WCU Conference Services (SAP [Redacted])

ADDRESS: _____

FOUNDATION DEPT. NO: 2124-906 (Conference Attendee Expenses)

JUSTIFICATION FOR PAYMENT: Transfer funds to cover registration, housing and food for attendees whose conference expenses were covered by donations to this account.

As EXECUTIVE DIRECTOR and CHIEF FINANCIAL OFFICER of the **West Chester University Foundation** WE authorize disbursement of the amount specified below.

SIGNATURE: _____

[Redacted Signature] Executive Director

[Redacted Signature] Chief Financial Officer



West Chester University Foundation

Disbursement Authorization

SIGNATURE:

[Redacted Signature]

Poetry Center Director

[Redacted Signature]

WCU Dean

DATE: July 14, 2014

AMOUNT: \$3450

PAYEE: WCU Conference Services (SAP 7517127005)

ADDRESS: _____

FOUNDATION DEPT. NO: 2124-950 (Iris N. Spencer Award cash side)

JUSTIFICATION FOR PAYMENT: Transfer funds to cover registration, housing and food for Iris N. Spencer Awardees [Redacted] (\$1250), [Redacted] (\$950—no housing), and [Redacted] (\$1250).

As EXECUTIVE DIRECTOR and CHIEF FINANCIAL OFFICER of the **West Chester University Foundation** WE authorize disbursement of the amount specified below.

SIGNATURE:

[Redacted Signature], Executive Director

[Redacted Signature] Chief Financial Officer



West Chester University Foundation

Disbursement Authorization

SIGNATURE:

[Redacted Signature]

Poetry Center Director

[Redacted Signature]

WCU Dean

DATE: July 14, 2014

AMOUNT: \$3250

PAYEE: WCU Conference Services (SAP [Redacted])

ADDRESS: _____

FOUNDATION DEPT. NO: 2124-952 (Peich cash side)

JUSTIFICATION FOR PAYMENT: Transfer funds to cover registration, housing and food for Peich Awardees [Redacted] (\$950—no housing), [Redacted] (\$1150), and [Redacted] (\$1150). Note: [Redacted] made a donation to cover full expenses for one person in [Redacted] name. If there are insufficient funds in the [Redacted] cash account, please use funds from the account in which [Redacted] check was deposited.

As EXECUTIVE DIRECTOR and CHIEF FINANCIAL OFFICER of the **West Chester University Foundation** WE authorize disbursement of the amount specified below.

SIGNATURE:

[Redacted Signature], Executive Director
[Redacted Signature]

[Redacted Signature], Chief Financial Officer

WEST CHESTER UNIVERSITY FOUNDATION P.O. BOX 541 WEST CHESTER, PA 19381		1489
CHECK DATE	CHECK NO.	
7/25/2014	1489	
CHECK AMOUNT		
Twelve thousand seven hundred and 00/100 Dollars		\$** 12,700.00
TO THE ORDER OF	WCU of PA Fiscal Affairs, 201 Carter Drive, WCU	

Registration, housing, food
 Poetry conference

SAP

Section VII. – Analysis of the Women’s Leadership Summit

Handout 22

[REDACTED]

From: [REDACTED]
Sent: Saturday, December 20, 2014 10:06 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: Re: Refund for Cancelled Poetry Center Event

Hello [REDACTED]
Thank you for the approval.
I understand. It is definitely disconcerting. I can ask. I will let you know what she says.
Thanks so much,
[REDACTED]

Sent from my iPhone

On Dec 20, 2014, at 9:57 AM, [REDACTED]@wcupa.edu> wrote:

[REDACTED]
I do approve the reimbursement. The cancelled check front side copy does indicate that it was made payable to WCU. However, it concerns me that you didn't find where it had been deposited. I realize this is a sensitive question to ask the conference goer but we would like a back view. Is it possible for you to ask?
[REDACTED]

Sent from my iPhone

On Dec 19, 2014, at 3:07 PM, [REDACTED]@wcupa.edu> wrote:

Good Afternoon [REDACTED]
How are you?
I am writing to request your approval to refund \$120 to [REDACTED] for her deposit for the cancelled Women's Leadership Summit that was to be hosted by the Poetry Center this fall. I was unable to locate proof of deposit in the records here at WCU. I do have a copy of the cancelled check (front only) and documents from the Poetry Center RSVP list showing that the check was received on 9/9/2014. She is anxious to receive this refund. She has stated that the check was cashed in September (on 9/16) in her email correspondence. Are you ok with approving the refund based on this?
Thanks so much and have a Happy Holiday,
[REDACTED]

<PRF [REDACTED]PoertyCenterRfund.pdf>

[REDACTED]

From: [REDACTED]
Sent: Tuesday, December 02, 2014 9:00 AM
To: [REDACTED]
Cc: [REDACTED]; [REDACTED]
Subject: RE: Regarding Kim Bridgford/Women's Leadership Summit

[REDACTED]

Please process refund as it appears that WCU poetry center did collect the money. However, I can't assure you that this check was deposited into WCU without more information. By chance, did she give you a copy of the back side of the cancelled check? If not, are you comfortable requesting it so that we can determine if the check was deposited into a WCU bank account. We can process asap if you request the refund reimbursement check.

[REDACTED]

[REDACTED]
Assistant Vice President Finance and Business Services
[REDACTED]

From: [REDACTED]
Sent: Monday, December 01, 2014 2:39 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: FW: Regarding Kim Bridgford/Women's Leadership Summit

Hi [REDACTED]
How are you?
I have another question for you.
[REDACTED] had planned to attend the Women's Leadership Summit, a Poetry Center event, which was cancelled. A registration fee in the amount of \$160 was supposedly paid. She is requesting a refund but I have been unable to locate a copy of the deposit slip with the Bursar or where it was posted in any WCU cost center. I was able to successfully locate other funds received and have issued refund requests.
I did request a copy of a cancelled check from [REDACTED] and have attached what was received in the outlook item attachment.
Are you comfortable with me issuing a refund based on this?
Thanks!
[REDACTED]

From: [REDACTED]@wcupa.edu>
Date: Friday, November 21, 2014 2:56 PM
To: [REDACTED]@wcupa.edu>
Subject: FW: Regarding Kim Bridgford/Women's Leadership Summit

Hi [REDACTED]

[REDACTED]

From: [REDACTED]
Sent: Friday, December 12, 2014 3:32 PM
To: [REDACTED]
Subject: FW:Refund request/Payment Request Form
Attachments: 20141212152825806.pdf

Hi [REDACTED]
How are you?
Would you please approve the attached Payment Request form and send it along to [REDACTED]?
Thanks!
[REDACTED]

-----Original Message-----

From: CAS_Scanner@wcupa.edu [mailto:CAS_Scanner@wcupa.edu]
Sent: Friday, December 12, 2014 3:28 PM
To: [REDACTED]
Subject:

This E-mail was sent from "RNPF84ACE" (MP 4000/LD040).

Scan Date: 12.12.2014 15:28:25 (-0500)
Queries to: CAS_Scanner@wcupa.edu

Hinkle, Bernadette

From: [REDACTED]
Sent: Friday, January 08, 2016 9:28 AM
To: [REDACTED]
Subject: FW: Women's Leadership Summit at Pendle Hill November 21-23, 2014

Here is the last e-mail that I have for this. It looks like I never stated that this was a violation of the policy but rather that normally we review all contracts before they are signed and that wasn't done in this case.

[REDACTED]

From: [REDACTED]
Sent: Monday, November 03, 2014 2:54 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Women's Leadership Summit at Pendle Hill November 21-23, 2014

I spoke to [REDACTED] and she indicated that WCU probably is not liable but do we want to spend the time and energy fighting it in court. She asked if there is any way to negotiate an appropriate amount with them.

[REDACTED]

From: [REDACTED]
Sent: Monday, November 03, 2014 9:24 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: FW: Women's Leadership Summit at Pendle Hill November 21-23, 2014

Hi [REDACTED]
I hope you had a nice weekend.
Would you mind reaching out [REDACTED] as we discussed last Friday?
Thanks,
[REDACTED]

From: [REDACTED]
Sent: Monday, November 03, 2014 9:21 AM
To: [REDACTED]
Subject: Re: Women's Leadership Summit at Pendle Hill November 21-23, 2014

Yes,

[REDACTED]
Dean of the College of Arts & Sciences
and Professor of Chemistry
West Chester University of Pennsylvania
Anderson Hall, Suite 119
West Chester, PA 19383

[REDACTED]

From: [REDACTED]@wcupa.edu>
Date: Friday, October 31, 2014 3:31 PM
To: [REDACTED]@wcupa.edu>
Cc: [REDACTED]@wcupa.edu>
Subject: Re: Women's Leadership Summit at Pendle Hill November 21-23, 2014

Hi [REDACTED]
Do you want [REDACTED] to reach out to [REDACTED]
[REDACTED]

Sent from my iPhone

On Oct 31, 2014, at 3:30 PM, [REDACTED]@wcupa.edu> wrote:

I would check with legal counsel on this as it is a legal interpretation. Do you want me to reach out to [REDACTED]?

[REDACTED]

From: [REDACTED]
Sent: Friday, October 31, 2014 3:00 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: FW: Women's Leadership Summit at Pendle Hill November 21-23, 2014

Hi [REDACTED]
How are you?
Thanks for your help.
Do we have any leeway with not being obligated to pay it or any other recourse since it seems Dr. Bridgford signed the agreement and she is not really authorized to do so?
Thanks!
[REDACTED]

From: [REDACTED]
Sent: Thursday, October 30, 2014 3:06 PM
To: [REDACTED]; [REDACTED]; [REDACTED] (Purchasing)
Cc: [REDACTED]
Subject: RE: Women's Leadership Summit at Pendle Hill November 21-23, 2014

Pursuant to the refund policy you attached to the original e-mail, WCU would owe Pendle Hill \$3,448 (80% of the total amount). You are correct that normally Purchasing reviews all agreements before they are signed.

[REDACTED]

From: [REDACTED]
Sent: Thursday, October 30, 2014 2:56 PM
To: [REDACTED]; [REDACTED]; [REDACTED] (Purchasing)
Cc: [REDACTED]
Subject: RE: Women's Leadership Summit at Pendle Hill November 21-23, 2014

Hi [REDACTED]

Thanks.

What about the email from [REDACTED] at Pendle Hill stating that we owe 80% of the total anticipated expense?

Normally, purchasing would review these types of agreements, right?

Thanks!

From: [REDACTED]
Sent: Thursday, October 30, 2014 2:54 PM
To: [REDACTED]; [REDACTED]; [REDACTED] (Purchasing)
Cc: [REDACTED]
Subject: RE: Women's Leadership Summit at Pendle Hill November 21-23, 2014

The \$300 deposit for the event is on [REDACTED] August p-card statement. The refund policy that you included is what Pendle Hill is stating in its e-mail to you. The other document you forwarded summarizes the charges for the event and is titled a "Conference Services Rental Agreement" but it doesn't appear to have any terms and conditions that Purchasing would have reviewed.

From: [REDACTED]
Sent: Thursday, October 30, 2014 2:13 PM
To: [REDACTED]; [REDACTED]; [REDACTED] (Purchasing)
Cc: [REDACTED]
Subject: FW: Women's Leadership Summit at Pendle Hill November 21-23, 2014

Good Afternoon [REDACTED], [REDACTED], and [REDACTED]

At [REDACTED] request, I am writing to you for some assistance regarding a Poetry event that needs to be cancelled.

The event was the Women's Leadership Summit and was to occur November 21st-23rd and it was to occur at Pendle Hill Retreat Center in Wallingford, PA.

When I contacted the vendor, I was informed of a policy that requires events to be cancelled 6 weeks prior to the event date or there would be an 80% charge of the total bill. Unfortunately, when I called to cancel it was under the six week window. When I asked if there was a contract in place, I was provided with the two attached documents.

Can you please provide some guidance as to how this should be handled?

Thanks very much and have a nice day,

From: [REDACTED]
Sent: Monday, October 27, 2014 4:12 PM
To: [REDACTED]
Subject: FW: Women's Leadership Summit at Pendle Hill November 21-23, 2014

Hello [REDACTED]

I have received the following information from Pendle Hill regarding cancelling the event. See below.

Also, attached are the documents sent to me by Pendle Hill.

Please advise as to what the next step should be,

From: [REDACTED]@pendlehill.org]
Sent: Monday, October 27, 2014 4:09 PM



PENDLE HILL

A QUAKER CENTER FOR STUDY AND CONTEMPLATION

338 Plush Mill Road
Wallingford, PA
19086-6099
(610) 566-4507
FAX (610) 566-3679

PENDLE HILL CONFERENCE CENTER RESERVATION POLICY

Thank you for choosing Pendle Hill as your conference/retreat center. Your signature on the approval line of your rental agreement constitutes your agreement to abide by the following policies:

Deposit: A \$300 non-refundable reservation fee is required to hold your reservation. The check is payable to, "Pendle Hill" addressed to my attention. If your total rental fees equal \$300 or less, (50%) of the total cost is required as a reservation fee.

Reservations:

Your reservation is made when we receive your signed rental agreement and deposit.

There is guarantee payment for **80%** of the number of rooms/meals/refreshments contracted in the rental agreement, effective six weeks prior to the scheduled event.

Reservations for weekend day use and weekend one-day overnights are accepted no longer than one month in advance.

There is a 16 person overnight minimum for use of Brinton House.

Cancellations:

The reservation fee is non-refundable.

There will be an eighty percent (80%) charge per person (this includes lodging/meals/refreshments) if you cancel less than six week prior to your event.

Charges/Payment:

Unless special arrangements are made prior to arrival, your group will be scheduled for all meals and refreshments between arrival and departure, and billed accordingly.

Payment of all rental fees is due upon receipt of invoice, at the completion of the event. Pendle Hill reserves the right to charge a late fee if payment is not received within 30 days.

In peace,

████████████████████
Pendle Hill
Conference Sales Coordinator
████████████████████

338 Plush Mill Road
Wallingford, PA 19086

Pendle Hill
 338 Plush Mill Road
 Wallingford, PA 19086

Conference Services Rental Agreement

Date	S.O. No.
11/21/2014	1064

Name / Address
Women's Leadership Summit Kim Bridgford Poetry Center 823 S. High Street Westchester, PA 19383

Dep Paid

Start Date	Start Time	End Date	End Time
11/21/2014	3:00 PM	11/23/2014	12:00 PM

Item	Description	# of Guests	Price	Days	Amount
	Women's Leadership Summit Friday, Nov 21 - Sunday, Nov 23, 2014 20 Guests (20 Overnight)				
Day Rental Rea...	Day rental - Reading Room	2	220.00		440.00
Private Room	11/21 10 Guests Bed & Breakfast	10	80.00		800.00
Shared Rooms	11/21 10 Guests Bed & Breakfast	10	60.00		600.00
Private Room	11/22 10 Guests Bed & Breakfast	10	80.00		800.00
Shared Rooms	11/22 10 Guests Bed & Breakfast	10	60.00		600.00
Dinner Main H...	11/21 Dinner - Main House	20	13.00		260.00
Lunch - Main ...	11/22 Lunch - Main House	20	9.50		190.00
Dinner Main H...	11/22 Dinner - Main House	20	13.00		260.00
Refreshments	11/21 Refreshments	20	9.00		180.00
Refreshments	11/22 Refreshments	20	9.00		180.00
	Agreement issued 7/15/14				

Approval Signature 	Total	\$4,310.00
--	--------------	------------

Total Charges listed do not reflect deposit of \$300 received

Phone #	Fax #	E-mail	Web Site
610-566-4507 x 142	610-566-3679	tuferrill@pendlehill.org	www.pendlehill.org

0010488758

Conference Services Invoice

Pendle Hill
 338 Plush Mill Road
 Wallingford, PA 19086

Date	Invoice #
11/11/2014	1105
Due Date	Terms
11/11/2014	Upon Receipt

Bill To
Women's Leadership Summit Kim Bridgford Poetry Center, Westchester U. 823 S. High Street Westchester, PA 19383

Item	Quantity	Description	Rate	Serviced	Amount
Facilitation Fee		Women's Leadership Summit Friday, Nov 21 - Sunday, Nov 23, 2014 20 Guests (20 Overnight) CANCELLED 10/27/14 80% Cancellation fee May be applied to another event before August 31, 2015.	3,448.00		3,448.00

CB

PAST DUE. Please attend to this promptly. Thank you, friend.

Total	\$3,448.00
Payments/Credits	\$-300.00
Balance Due	\$3,148.00

[REDACTED]

From: [REDACTED]
Sent: Tuesday, December 16, 2014 2:30 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: FW: Pendle Hill Past due invoice
Attachments: PENDLE HILL Reservation Policy.doc; Westchester Invoice 11.14.pdf

Importance: High

Hi [REDACTED]

Please take care of this. **Use CAS Dean's EG dollars, rather than Poetry Center dollars.**

Let's do some research and consider that we might hold an event there as suggested.

[REDACTED]
[REDACTED]
Dean of the College of Arts & Sciences
and Professor of Chemistry
West Chester University of Pennsylvania
Anderson Hall, Suite 119
West Chester, PA 19383

[REDACTED]
[REDACTED]@wcupa.edu

From: [REDACTED]@pendlehill.org>
Date: Tuesday, December 16, 2014 11:04 AM
To: [REDACTED]@wcupa.edu>
Cc: [REDACTED]@wcupa.edu>
Subject: Pendle Hill Past due Invoice

Dear Dean [REDACTED] and [REDACTED],

The attached Invoice for the Women's Leadership Summit, cancelled in November, is past due. Might you attend to this before you take off for the winter break?

As it notes, we will apply your payment to another event if held before the end of our fiscal year August 31, 2015.

Please let me know when I can check availability for you, and when we might expect payment. Thank you very much.

In Friendship,
[REDACTED]

[REDACTED]
Conference Sales Manager
Pendle Hill
338 Plush Mill Road
Wallingford, PA 19086-6099
[REDACTED]

Section VIII. – Grant from CAS to the Poetry Center

Handout 23



Office of the Dean
College of Arts and Sciences
West Chester University
West Chester, Pennsylvania 19383-2100

610-436-3521
fax: 610-436-3150
www.wcupa.edu

To: Kim Bridgford
Director, WCU Poetry Center

From: Lori Vermeulen
Dean of the College of Arts & Sciences

Re: CAS Grant to Poetry Center

Date: September 25, 2012

The College of Arts & Sciences (CAS) agrees to provide a one-time grant to the Poetry Center in the amount of \$30,000, provided the following conditions are met:

1. The Director and Associate Director of the Poetry Center will work closely with Conference Services in the planning and implementation of future conferences, following all university policies and procedures regarding use of facilities.
2. Going forward, the Director of the Poetry Center will ensure that the Poetry Center's expenses do not exceed Poetry Center revenues in any given fiscal year. (The attached analysis, provided by the Director, indicates that this grant will allow for the Center to accomplish this, beginning in the current fiscal year.)
3. Going forward, the relationship between the Poetry Center and the CAS will be codified annually through a Memorandum of Agreement that indicates commitment of CAS resources to support the Poetry Center. This memorandum will be provided to the Director by June 30th of each year, beginning in 2013, and will outline commitments for the following fiscal year.
4. For the current year, the CAS will continue with its historical level of financial support to the Poetry Center in addition to a one-time grant of \$30,000. The historical level of support includes (1) funding for 9 hours of AWA (alternative work assignment) to support the Director, (2) funding for salary and benefits for the Center's Associate Director (Jamie Smith). (Note that an additional 3 hours of AWA will be approved by the Dean if (1) the Director is willing and able to accept the duties of faculty advisor of the *Daedalus* or if (2) the Poetry Center provides funding for the additional 3 hours of AWA. These two options are part of the historical record for funding, typically, a total of 12 hours of AWA per academic year.)

5. Because of the financial uncertainty in public higher education, the Poetry Center, together with its advisory board, will engage in long-term planning that provides for the contingency that funding from CAS as outlined in Item 4 above may not continue to be available.

6. The grant of \$30,000 will be applied as follows:

3 credits summer salary for Director (for summer 2012)⁺ \$5,309.10

Transfer of funds to Center's University Account (7533042124)* \$24,690.90

⁺Already expended

*Current deficit in university account is \$21,750. Additional accrued expenses are expected to be posted to this account when deficit clears.

7. The Director will share this agreement with the Poetry Center Advisory Board at its next scheduled meeting.

Signatures:

Lori Vermeulen

Date

Kim Bridgford

Date

General Ledger Report

User: [REDACTED]

Bus Area - 75 ; F.Year - 2012 ; F.Center - 7533042124

Client: PRD300

Business Area 75 West Chester
Fund 7533042124 Poetry Center / Conference
Fund Center 7533042124 Poetry Center / Conference
Account 511120 Faculty Summer Non-teaching Post 6/30

Beginning Balance (07/01/2011)

0.00

Posting Date Doc. Number DT Item Description
07/01/2011 201030613 Z8 BA0075 PPE 07/01/2011 PAY # 201114 PAID 07/15/2011
Account: 511120 Faculty Summer Non-teaching Post Ending Balance (06/30/2012)

Amount

User

Entry Date

Vendor

5,309.13

[REDACTED]

07/08/2011

5,309.13

3 credits summer pay for Director

WCU Poetry Conference
 Attn.: Ms. Jamie Smith
 WCU Poetry Center
 Poetry House
 West Chester University
 West Chester, PA 19383

Return Payment to:
 West Chester University
 Conference Services
 13/15 University Avenue
 West Chester, PA 19383

MOU 12-01
 June 6-9, 2012

Invoice No.: 4145
 Date: August 29, 2012
7517037005

DESCRIPTION OF SERVICES	CHARGES
-------------------------	---------

Facilities: Sykes Student Union

Theatre @ 177/day x 4 days	\$	708.00
Ballrooms A, B & C @ \$258/day x 4 days	\$	1,032.00
Meeting Rooms 209, 210, 254 and 257 @ \$47/day/4 days	\$	752.00
Meeting Rooms 250, 251, 252A, 252B, 255A & 255B @ \$29/day/room x 4 days	\$	696.00
Meeting Rooms 303, 304, 305 & 306 @ \$24/day/room x 4 days	\$	384.00
Meeting Room 115 @ \$59/day x 4 days	\$	236.00
Meeting Room 301 and 307 @ \$38/day/room x 4 days	\$	304.00

Other Facilities

Anderson Hall - Room 322 @ \$35/day x 3 days	\$	105.00
Ruby Jones Hall - Room 203 @ \$15/day x 3 days	\$	45.00
Madeleine Wing Adler Theatre @ \$320/day x 4 days	\$	1,280.00

Housing

6/5-6/6: \$35/person/night x 4 people x 1 night	\$	140.00
6/5-6/7: \$35/person/night x 2 people x 2 nights	\$	140.00
6/5-6/8: \$35/person/night x 5 people x 3 nights	\$	525.00
6/5-6/9: \$35/person/night x 60 people x 4 nights	\$	8,400.00
6/5-6/10: \$35/person/night x 28 people x 5 nights	\$	4,900.00
Visitor's Apartment @ \$59/person/night x 1 person x 6 nights	\$	354.00
No shows @ \$35/person/night x 4 people x 1 night	\$	140.00
Damages:	\$	66.00
<i>Room 204B, 406B and 509B had smoke detectors disengaged and cigarette odors. Rooms needed extra cleanings</i>		
Linens - 115 sets @ \$15/set	\$	1,725.00

WCU Poetry Conference
MOU 12-01
June 6-9, 2012

Invoice No.: 4145
Page Two

Other Charges

Sykes Student Union Staffing	\$	655.00
Copy Center Charges	\$	287.05
Moving Service Charges - tables, podium	\$	168.00
Housekeeping Charges	\$	373.50
Madeleine Wing Adler staffing	\$	624.00
Total Due	\$	<u>24,039.55</u>

**Upon approval - account number 7533042124
will be charged
Please respond within the next 5 business days**

West Chester University of PA
SAP Journal

Document Date 11/02/12 Currency USD
 Posting Date _____ Period _____
 Reference 75 CS1329 SAP Doc. Number _____
 Doc. Header Text Poetry Conference Invoice 4145
June 6-9, 2012
 Document Type SA
 Company Code SSHE

G/L acct	Short text	DEBIT	CREDIT	Text	Business Area	Cost Center OR WBS	Fund*
803000	Other Transfers Out	\$ 24,039.55		Expenses per invoice		7511002100	
813000	Other Transfers In		\$ 24,039.55			7517037005	
459141	Rental of Facilities	\$ 1,430.00		PAC, AND & RUB		7517037005	
469141	Rental of Facilities		\$ 1,430.00			7511503100	
501570	Salaries-Cheerleaders	\$ 1,279.00		Student Employment		7517037005	
501570	Salaries-Cheerleaders		\$ 624.00	Adler - tech, ushers		7511067005	
501570	Salaries-Cheerleaders		\$ 655.00	Sykes - students		7523004240	
468132	tudent Union Center-Bldg Renta	\$ 4,112.00		Sykes Usage		7517037005	
468132	tudent Union Center-Bldg Rentals		\$ 4,112.00			7523004240	
610100	Printing & Duplicating	\$ 287.05		Sykes Copy Services		7517037005	
610100	Printing & Duplicating		\$ 287.05			7523004240	
TOTALS		\$ 31,147.60	\$ 31,147.60				

See ATTACHED invoice
The expenses were pd by
conference services for work
and lodging during the poetry
CONF AND were funded by 42416 Trf.
The Journal entry to the various
depts are for repayments
to Sykes
Facilities
Housing

JOURNAL WRITER'S SIGNATURE _____ DATE 11/2/2012
 APPROVAL SIGNATURE (as needed) _____ DATE _____

*Note: Income statement accounts (beginning with a 4,5,6,7,8) only require a cost center OR WBS element.
 Balance sheet accounts (beginning with 1,2,3) only require a business area and fund.

PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION

Date: 05/05/2016

General Ledger Report

Time: 14:22:08

User: [REDACTED]

Bus Area - 75 ; F.Year - 2013 ; F.Center - 7511002100

Client: PRD300

Page: 1

Business Area 75 West Chester
 Fund 7511001000 General Fund
 Fund Center 7511002100 Dean -College Arts & Sciences
 Account 803000 Other Transfers Out

Beginning Balance (07/01/2012) 0.00

Posting Date	Doc. Number	DT	Item Description	Amount	User	Entry Date	Vendor
11/02/2012	102205804	SA	Poetry Conf 6/6-6/9/12 - reimb Conf Svcs	24,039.55	[REDACTED]	11/05/2012	
12/14/2012	102224147	SA	Asian Studies Conf 11/2-11/4/12-trsfr to Conf Svcs	3,000.00	[REDACTED]	12/18/2012	
Account: 803000	Other Transfers Out		Ending Balance (06/30/2013)	27,039.55			

[REDACTED]

To: [REDACTED]
Subject: FW: CAS transfers to Poetry Center

From: [REDACTED]
Sent: Monday, April 25, 2016 2:38 PM
To: [REDACTED]@wcupa.edu; [REDACTED]@wcupa.edu; [REDACTED]@wcupa.edu
Subject: RE: CAS transfers to Poetry Center

Thanks [REDACTED] I appreciate your confirmation of this. The fact that the payment went directly to Conference Services explains why it doesn't show up on the Poetry Center accounts. [REDACTED]

From: [REDACTED]
Sent: Monday, April 25, 2016 12:47 PM
To: [REDACTED]; [REDACTED]; [REDACTED]
Subject: Re: CAS transfers to Poetry Center

Hello,

There was only one infusion of \$30K from CAS, which I characterized as a grant. See attached.

My recollection is that there was an outstanding invoice that couldn't be posted to the poetry center account because it was in deficit. We paid to cover the invoice directly. I think it was from conference services. Therefore, the cost centers mentioned on the attached were probably not correct. [REDACTED] can probably help to confirm.

[REDACTED]
[REDACTED]
Dean of the College of Arts & Sciences
and Professor of Chemistry
West Chester University of Pennsylvania
Anderson Hall, Suite 119
West Chester, PA 19383

[REDACTED]
[REDACTED]@wcupa.edu

From: [REDACTED]@wcupa.edu
Date: Thursday, April 21, 2016 11:15 AM
To: [REDACTED]@wcupa.edu, [REDACTED]@wcupa.edu
Subject: RE: CAS transfers to Poetry Center

Good morning. I seem to remember that the initial \$30K was in response to Kim's unhappiness with a perceived deficit she inherited from the previous Director and the second was a grant to support the program. [REDACTED]

From: [REDACTED]
Sent: Thursday, April 21, 2016 9:25 AM

To: [REDACTED]
Cc: [REDACTED]
Subject: CAS transfers to Poetry Center

Hi [REDACTED]

I need your help regarding the Poetry Center's audit wrap up. Yesterday, [REDACTED] mentioned that CAS transferred two \$30k to the Poetry Center to shore up their deficits. Do you or one of your staff have this information? What were the amounts transferred, when was it done, and which cost centers were involved?

Thank you for your help on this,

[REDACTED]

[REDACTED]
Associate Vice President
Finance, Budget, and Business Services
West Chester University of Pennsylvania
201 Carter Drive, ste 200
West Chester, PA 19383

[REDACTED]
[REDACTED]@wcupa.edu



[REDACTED]

From: [REDACTED]
Sent: Monday, April 25, 2016 12:49 PM
To: [REDACTED]; [REDACTED]
Subject: FW: Poetry Agreement
Attachments: CASPoetryAgreement.pdf; FW: Journal Transfer for Poetry

[REDACTED] is correct. There was only one infusion of \$30K.

[REDACTED]
[REDACTED]
Dean of the College of Arts & Sciences
and Professor of Chemistry
West Chester University of Pennsylvania
Anderson Hall, Suite 119
West Chester, PA 19383

[REDACTED]
[REDACTED]@wcupa.edu

From: [REDACTED]@wcupa.edu>
Date: Thursday, April 21, 2016 10:53 AM
To: [REDACTED]@wcupa.edu>
Cc: [REDACTED]@wcupa.edu>
Subject: FW: Poetry Agreement

Hi [REDACTED]
[REDACTED] let me know that [REDACTED] was looking for information about the Poetry center and money transferred to cover deficits.
I only know of one \$30,000 allocation to the Poetry Center to clear deficits. The agreement is attached. In it we stated that we would be transferring funds to the Poetry Center, but we ended up transferring to conference services to cover an invoice for the Poetry Center. The summer salary indicated in the agreement would have come out of the Dean's budget.
I am still looking through my emails and records. I don't recall any other \$30,000 payments the Center for deficits. Do you?

[REDACTED]
Assistant Dean

College of Arts and Sciences
Anderson Hall 119A

DO
SOMETHING.
GREEN DOT

[REDACTED]

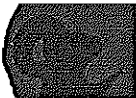
From: [REDACTED]
Sent: Thursday, February 18, 2016 8:33 AM
To: [REDACTED]
Cc: [REDACTED]; [REDACTED]
Subject: FW: Journal Transfer for Poetry
Attachments: CS1329_Poetry Conference_June2012.xls

Hi [REDACTED]
How are you?
Here is an email I have from [REDACTED] regarding a journal entry against the Dean's cost center for expenses related to the Poetry Conference.
However, I am still looking through my records for information about transfers into the Poetry Center.
Is this helpful?
Thanks!

[REDACTED]
[REDACTED]
Assistant Dean

College of Arts and Sciences
Anderson Hall 119A

DO
SOMETHING.
GREEN DOT



From: [REDACTED]
Sent: Friday, November 02, 2012 3:42 PM
To: [REDACTED]@wcupa.edu>
Subject: Journal Transfer for Poetry

Hi [REDACTED]

Attached is a copy of the journal transfer sent to finance this afternoon.
In order to make things a bit clearer for your records, I've highlighted the amount transferred from [REDACTED] account to mine in one lump sum (\$24,039.55 – the amount of the invoice).

The rest of the transactions are being taken from my account and moved to reimburse those areas – i.e., Sykes, Venue Management and Facilities.

Thank you for all of your help in this process.

From: [REDACTED]
Sent: Thursday, February 18, 2016 11:02 AM
To: [REDACTED]@wcupa.edu>
Cc: [REDACTED]@wcupa.edu>; [REDACTED]@wcupa.edu>
Subject: FW: Poetry Agreement

Hi Bernadette,
How are you?
I did talk with the Dean this morning and she agrees and confirms that the money indicated in this agreement was allocated to pay the conference services bill rather than transferred to the Poetry Center cost center.
Thank you,

[REDACTED]

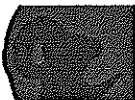
[REDACTED]

Assistant Dean

College of Arts and Sciences
Anderson Hall 119A

[REDACTED]

DO
SOMETHING.
GREEN DOT



From: [REDACTED]
Sent: Thursday, February 18, 2016 8:57 AM
To: [REDACTED]@wcupa.edu>
Cc: [REDACTED]@wcupa.edu>; [REDACTED]@wcupa.edu>
Subject: FW: Poetry Agreement

Hi [REDACTED]
Attached is an agreement between CAS and the Poetry Center. In it, a transfer of funds to the Poetry Center is indicated. However, it is my recollection that the \$24,690.90 was for the invoice/journal entry for Conference services which I sent to you earlier this morning.

Thanks,

[REDACTED]

Assistant Dean

College of Arts and Sciences
Anderson Hall 119A

[REDACTED]

DO
SOMETHING.
GREEN DOT



From: [REDACTED]@wcupa.edu>

Date: Tuesday, September 25, 2012 4:22 PM

To: [REDACTED]@wcupa.edu>

Subject: Poetry Agreement

Hi Kim,

I've drafted the attached agreement regarding the grant that CAS is offering the Poetry Center.

Once you sign, I will arrange to transfer the funds.

[REDACTED]

[REDACTED]

Dean of the College of Arts & Sciences
and Professor of Chemistry
West Chester University of Pennsylvania
Anderson Hall, Suite 119
West Chester, PA 19383

[REDACTED]

[REDACTED]@wcupa.edu