



MEMO

Associated Students Personnel Office
Western Washington University
Viking Union 505
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9-29-2010

Brianne,

Here is a list of tasks that I have started and/or completed for Assistant Business Director position:

- Revising, editing, and adding changes to the 2010-2011 Budget Authority Guide.
- Establishing financial guidelines and standards for clubs to abide by throughout the year.
- Club Esign forms - Evaluations and approvals.
 - Travel justification
 - Expenditure Requests
 - Petty Cash
 - Vehicle Authorization
- Participation and meetings regarding Club Summary Report and Carry-Forward.
- Creating PowerPoint Budget Training specific for clubs.
 - Presentation date of October 8th, 2010
- Budget Training for:
 - Neotribalism Club
 - FASA
 - Philosophy Club
 - Khung Nu
 - Western Men Against Violence
- Multiple Club meetings/contact (non-budget training) with:
 - FASA
 - Neotribalism Club
 - FoulPlay
 - Western Men Against Violence

Jonathan J. Oliver

Business Director

Associated Students

Western Washington University

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