



## MEMO

**Associated Students Personnel Office**  
Western Washington University  
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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 8<sup>th</sup>, 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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