

THE UNION PACIFIC COAL COMPANY

EXPENSE ACCOUNT - V. O. MURRAY

Part - 1

From: May 13, 1959

Omaha - July 13, 1960

220-122

Mr. V. O. Murray:

Will you please replenish the office petty cash fund in the amount of \$25? Herewith an accounting of expenditures since the last statement Jan. 7, 1960:

Jan. 7 Deficit	\$4.39	
11 Check		<u>\$25.00</u>
Balance		\$20.61

Expenditures:

Documentary stamps	10.45
Postage	6.75
Office supplies	1.45
Govt. publication	<u>.25</u>
Balance	\$ 1.71

A. E. Marsh

Omaha - January 7, 1960

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Mr. V. O. Murray:

Would you kindly give me a check for \$25 to replenish the office petty cash fund? Following is accounting of expenditures since last statement, May 14, 1959:

May 15, 1959 - Balance in fund \$20.45

Expenditures:

Documentary stamps	\$17.05
Govt. publications	.75
Office supplies	3.42
Postage	<u>3.62</u>
Total.	\$24.84
Deficit	4.39

A. E. Martin

- c o p y -

Omaha - September 15, 1959

Mr. A. J. Seitz
Mr. V. O. Murray
Mr. I. N. Bayless
Mr. H. B. Blanchard
Mr. B. L. Herbert
Mr. G. E. Stanley

The Accounting Department are considering mechanization of their procedure for auditing and payment of personal expenses, and have requested a permanent mailing address for each employe who will receive reimbursement for personal expenses. In the past, some employes frequently have had voucher mailed to their home address one month and to a business address the next, and under the proposed mechanized plan this will not be possible.

Therefore, a permanent mailing address as shown below has been furnished the Accounting Department, and this address should be ~~sen~~reported on Form 137 "Bills Payable for Personal Expenses" in the future. No change in address should be made except in case of a definite change in headquarters location.

(404 "N" Street, Rock Springs, Wyo.)

A. E. STODDARD
VIW

3/1/59 - Petty Cash Balance \$.50

3/4 - Rec'd. from VOM - Cash 20.00

\$20.50

3/9 Documentary stamps \$ 1.10

4/13 " " 11.00

4/20 Office supplies .60

5/5 Documentary stamps 1.65

5/12 Govt. publication .25 14.60

5/13 - Petty Cash Balance \$ 5.90

5/14 - Rec'd from VOM - Check 25.00

\$30.90

5/14 - Documentary stamps 10.45

5/14 - Petty Cash Balance 20.45

Rock Springs - May 13, 1959

AIR MAIL - SPECIAL DELIVERY

Mr. A. E. Marsh:

Per our phone conversation today, I am attaching herewith my personal check for \$25.00 for your use in purchasing documentary stamps for deeds.

V.O. Murray

Enc.
VOM:KB