

**Office of the Bursar**

**Papers, 1938-1976  
(Predominately 1959-66)**

**4 linear feet**

Accession #424  
OCLC#  
DALNET#

The Division of Business and Finance was created in 1956 as a result of an increasing demand on the Vice President and Treasurer as the University became a state institution and expanded its capacity. In 1957, Robert H. Thompson was named Assistant to the Treasurer, Bursar and Director of Auxiliary Enterprises under the new Division. As Assistant to the Treasurer, Thompson reported directly to the Vice President and Treasurer on matters dealing with the office of the Treasurer. As Bursar and Director of Auxiliary Enterprises he reported to the Assistant Vice President, James A. Lewis. Within the responsibilities of University Services and Auxiliary Enterprises fell the Student Center Business Operations, the University Lunchrooms, the University Bookstores, the University Duplicating and Addressograph Services, and the University Mailroom.

Thompson began his career at the University in 1941 as the Assistant Director of Finance in the Business Office. After serving as the Bursar, he took on the job as Assistant Treasurer in 1966. His duties included receiving and depositing all of the University's income, and operations of the University Cashier and Accounts Receivable. Other responsibilities he undertook before his 1977 retirement included Business Manager of the Wayne State University Press and Treasurer of the Wayne State Fund.

Additional files relating to the Office of the Bursar can be found in the collections of the Vice President for Business and Finance, David Baldwin; the Associate Vice President for Business Affairs, James A. Lewis; and the Auxiliary Activities.

The papers of the Office of the Bursar consist of clippings, correspondence, financial records, and reports relating to the responsibilities of Robert H. Thompson.

**NON-MANUSCRIPT MATERIAL**

A few photographs relating to the Joy Dormitory have been placed in the Archives Audiovisual Collection.

Important subjects and correspondence in the collection:

David Mackenzie Hall	Edward L. Cushman
Fees, University	James A. Lewis
Food Service	Clifford M. Van Buskirk
Housing	
Scholarships and Financial Aids	
University Center Building	
Veterans Administration	

<u>Box-folder</u>	<u>Folder heading</u>
1-1 thru 3	Fees; correspondence, 1938-71
1-4	Fees; Liberal Arts, College of; course materials, 1963-68
1-5	Fees; Medicine, College of; Microscope Rentals, 1943-71
1-6	Fees; refunds; correspondence, 1967-70
1-7	Fees; Regulations; correspondence, 1967-68
1-8	Tuition Audit; Medicine, College of; correspondence, 1959
1-9	Insurance; correspondence, 1953, 72
1-10	Junior Year in Munich and Freiburg; correspondence, 1956-67
1-11	Parking Committee; correspondence, 1953-67
1-12	Parking Lots; financial statements, 1957-67
1-13	Student Financial Aids; correspondence, 1948-72
1-14 thru 15	Scholarships and Financial Aids, Office of; Advisory Committee; minutes, 1967-71
1-16	Administrative Services Building; renovation, 1958-60
1-17	Detroit; Educational Television Committee; finance, 1955-56
1-18	Veterans; Counseling Contract, 1961-71
1-19	Veterans; Counseling Contract; V1001M-473; hearing, 1948-65
1-20	Veterans; Counseling Contract; V3029V 4132, 1954-64
1-21	Budget; Addressograph, 1958-61
1-22	Budget; Bookstores, 1947-66
2-1	Budget; Food Service, 1958-67
2-2	Budget; Housing, 1960-66
2-3	Budget; Joy Dorm, 1961-66
2-4	Budget; Mail Department, 1957-65
2-6 thru 7	Housing; Income and Operating Statements, 1960-62
2-8 thru 9	David Mackenzie Hall; Financial Statements, 1965-67
2-10 thru 13	Student Center; financial statements, 1955-65
2-14	Auxiliary Enterprises; summary appropriation report, 1964 Jun
2-15 thru 17	Housing; financial statements, 1961-65
2-18	Student Activities Budget, 1964-65
3-1 thru 4	Student Activities; budget, 1965-69
3-5	Housing; amortization of amounts due the University, 1962-65
3-6	Housing; Cass-Forest-Second Avenues; correspondence, 1966
3-7	Housing; financial statements, 1966-67
3-8	Housing; general; correspondence, 1960-76
3-9	Housing; Glenn Manor; correspondence, 1959-66
3-10	Housing; Joy Dorm; construction and operating problems, 1961-65
3-11	Housing; Joy Dorm; contracts and regulations, 1963-65
3-12	Housing; Joy Dorm; financial reports, 1963-67
3-13	Housing; Joy Dorm; furnishings, 1963-66
3-14	Housing; Joy Dorm; questionnaires to universities and publicity, 1960-66
4-1	Housing; Joy Dorm; rates, 1964
4-2	Housing; Kirkland; correspondence, 1959-66
4-3	Housing; Library Court; correspondence, 1959- 63
4-4	Housing; rental rates, 1960-66
4-5	Housing; Roberts Hotel; correspondence and financial, 1960-61
4-6	Housing; Santa Fe; correspondence and financial, 1959-66

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4-7	Housing; Sherbrooke; correspondence and financial, 1960-66
4-8	Student Center; accounting, 1955-68
4-9	Student Center; budget, 1959-66
4-10	Student Center; correspondence, 1-55-66
4-11	Student Center; dormitories, 1957-62
4-12	Student Center; personnel and union, 1955-65
4-13	University Center Building; correspondence, 1965-67