

## HOUSING RESOURCES COMMITTEE

September 23, 1968

## 1969 Budget Request

<u>Quantity</u>	<u>Item</u>	<u>Estimated Unit Cost</u>	<u>Amount</u>
<b><u>EQUIPMENT</u></b>			
1	Metal Supply Storage Cabinet	\$ 119.00	\$ 119.00
1	Five Drawer File Cabinet with lock (To match Globe-Wernicke Cabinet already in Office)	130.00	130.00
1	6 Leaf Swinging Map Board for standard size City maps. For mounting on the wall (similar to one in Mr. Sweat's office)	175.00	175.00
		Sub-Total	\$ 424.00
<b><u>OFFICE SUPPLIES</u></b>			
1000	Large Paper Clips	1.20 pkg.	1.20
1000	Small Paper Clips	1.20 pkg.	1.20
1 gross	Pencils (#2) City of Atlanta	9.90	9.90
3 boxes	Staples	1.00	1.00
1 doz.	IBM Electric Typewriter Ribbons	1.25	13.75
$\frac{1}{2}$ gross	3" x 5" Plain Note Pads	8.80	4.40
3 doz.	Legal Ruled Pads (Canary Economy Grade)	3.45	10.35
1 doz.	Ball Point Pens (Blue Ink)	1.25	3.75
3	Desk Calendar Pad Refills, 1969 for Success Dest Calendar No. 17	1.25	3.75
4	1969 Notebook Calendar (Monthly-Minders)	1.00	4.00
1 bottle	Dr. Scat Cleaner	.60	.60
1 pack	Ko-Rec-Type	1.19	1.19
3	Black Loose Leaf, 3 ring Notebook, Sheet size (8 $\frac{1}{2}$ " x 11")	5.80	17.40
10 sets of	8 Loose Leaf Indexes CI 213 - Clear (Aigner)	7.00	7.00
2 doz.	Stenographers Notebooks	.25	6.00
500	Manila Folders, 3/5 cut, (Legal Size)	25.00/1000	12.50
300	Manila Folders, 3/5 cut, (Letter Size)	23.00/1000	6.90
4 reams	Bond Paper, Plain (Legal Size)	4.50	18.00
4 reams	Bond Paper, Plain (Letter Size)	4.00	16.00
300	Manila Envelopes (Legal Size)	3.05	9.15
200	Manila Envelopes (Letter Size)	2.35	4.70
3000	Bond Typing Paper (with Printed Letterhead)		40.00
3000	Note Pads, $\frac{1}{2}$ sheet, with Printed Heading (100 sheets per pad)		25.00
3000	Huron Copysetts	3.50/500	21.00

4	Pendaflex Frames (for hanging files)	3.00	12.00
6	Paper Weights, glass, round, dome-shaped magnified, 3" diameter	.60	<u>3.60</u>
			Sub-Total \$ 256.64

OTHER

Temporary help (Senior Stenographer) 2 wks.  
(To provide overlapping for training purposes,  
if change should occur) 186.00

Petty Cash Fund 10.00  
(Convenient for postage, return  
address postal cards, maps and  
occasional magazines for special  
articles)

Subscriptions:

House and Home 6.00  
Weekly Star 4.64

Active Membership in  
National Association of Housing  
and Redevelopment Officials 15.00  
(Hold current membership  
paid privately)

Sub-Total \$ 221.64

Grand-Total \$ 902.28

Additional Requests

TRAVEL

Attendance of Housing Coordinator at  
National Conference NAHRO \$ 300.00  
Attendance of Housing Coordinator at  
Regional Conference NAHRO 150.00  
\$ 450.00

PERSONNEL

Senior Typist Clerk  
Salary Range 37  
Annual Cost \$4,641.00  
(See attached justification)

Housing Consultant - 1 day each week 2,500.00  
(See attached justification)

Malcolm D. Jones  
Housing Coordinator

Encl: Justifications