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Collection Summary

Repository: Archives and Special Collections Library, Vassar College Libraries

Creator: Vassar College. Office of the Treasurer

Title: Vassar College Office of the Treasurer Records

Inclusive Dates: 1861-1973

Bulk Dates: 1861-1934

Quantity: approximately 48 cubic feet (155 volumes, 29 boxes)

Abstract: This collection contains materials relating to the financial and business operations of Vassar College, primarily records kept by the Treasurer, Cashier, Accountant, and other administrators involved in college expenses and accounts.

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Administrative History

The position of College Treasurer was established in 1861 as an officer of the Vassar College Board of Trustees, with Matthew Vassar, Jr., serving as the first Treasurer from 1861 until his death in 1881. The Treasurer managed most of Vassar College's finances until 1922, when the position of Comptroller (later renamed Controller in 1991) was established. The Comptroller reported to the Treasurer until 1927, when it became its own office, separate from the Treasurer. The position of Cashier was not officially established until 1931, reporting to the Comptroller.

In 1966, the Vice President of Finance and Administration was created to oversee a number of financial roles for the college. The Office of the Comptroller was overseen at various times between 1966 and 1985 by either the Vice President of Finance and Administration or the Office of the Treasurer.

Chronology of Vassar College Treasurers, 1861-1962

- Matthew Vassar, Jr., 1861-1881 (Treasurer)
- Willard L. Dean, 1882-1883 (Registrar and Assistant Treasurer)
- Willard L. Dean, 1883-1893 (Treasurer and Registrar)
- Willard L. Dean, 1893-1898 Oct (Treasurer and Secretary to the Board of Trustees)

- Edward Elsworth, 1898-1903 (Treasurer and Secretary to the Board of Trustees)
- Edward Elsworth, 1903-1910 (Treasurer)
- Henry V. Pelton, 1910-1911 (Treasurer)
- Will Hazen Boughton, C.E., 1911-1915 (Treasurer)
- George Washington Polk, 1912-1921 (Assistant Treasurer)
- George Washington Polk, 1921-1922 (Acting Treasurer; promoted to Comptroller in 1922)
- Herbert Reed Gurney, A.B., 1915-1921 (Treasurer)
- Arthur L. Leshner, 1922-1927 (Treasurer)
- Ray Morris, 1927-1928 (Treasurer)
- Raymond G. Guernsey, 1928-1940 (Treasurer and Counsel)
- David G. Dutton, 1940-1941 (Treasurer)
- John Wilkie, 1941-1962 (Treasurer)
- George T. Welch, 1941-1962 (Assistant Treasurer)
- George T. Welch, 1962- (Treasurer)

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Scope and Content Note

This collection contains materials relating to the financial and business operations of Vassar College, primarily records kept by the Treasurer, Cashier, Accountant, and other administrators involved in college expenses and accounts. Records include financial ledgers and journals, including: cash books; day books; account ledgers for students, offices, departments, and businesses with whom Vassar obtained goods or services; deposit book; expense books; investment books; and other miscellaneous bookkeeping records. Also included are receipts and vouchers of financial transactions, as well as correspondence of the treasurer and other administrators under the purview of the Office of the Treasurer.

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Arrangement

Organized into three series: Series I. Financial Record Books, 1861-1973; Series II. Receipts and Vouchers, [1865?] - circa 1902; and Series III. Administrative Files, 1876-1925. [Top](#)

Access and Use

Access

This collection is open for research according to the [regulations of the Vassar College Archives and Special Collections Library](#) without any additional restrictions.

Restrictions on Use

Permission to quote (publish) from unpublished or previously published material must be obtained as described in the [regulations of the Vassar College Archives and Special Collections Library](#).

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Related Material

Related Materials

- [Vassar College Office of the Controller](#)
- [Vassar College Vice President of Finance and Administration](#)

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Subject Headings

Names:

- Dean, Willard L., -1898
- Polk, George Washington, 1855-1931
- Vassar, Matthew, Jr., 1809-1881

Organizations:

- Vassar College--Administration
- Vassar College--Faculty
- Vassar College--Finances
- Vassar College--Students

Subjects:

- Women's colleges--New York (State)--Poughkeepsie

Document Types:

- Correspondence
- Financial records
- Minutes (administrative records)
- Reports

VCL Categories:

- Vassar College Administrative Offices and Functions

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Encoding Information

Encoded by Emma Gronbeck, February 2025.

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Administrative Information

Preferred Citation

Vassar College Office of the Treasurer Records, Archives and Special Collections Library, Vassar College Libraries.

Processing Information

Processed by Emma Gronbeck, February 2025.

Most materials in Series II and III are unprocessed.

Acquisition Information

Transferred from various sources, including the Office of the Controller and long-term storage, 2004-2024. (A2004-019, A2008-028, A2017-012, A2024-003, A2024-017)

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Series List

[Series I.](#) Financial Record Books, 1861-1973 [145 volumes, 3 boxes]

Arranged alphabetically by item or file title.

[Series II.](#) Receipts and Vouchers, [1865?] - circa 1902 [9 volumes, 13 boxes]

Arranged alphabetically by file title.

[Series III.](#) Administrative Files, 1876-1925 [1 volume, 13 boxes]

Container List

Series I. Financial Record Books, 1861-1973 [145 volumes, 3 boxes]

Bound
Volumes

Account Book - Outside Businesses, 1882 May - 1889 Aug [31 x 14 x 4 cm]

Organized by name.

Bound
Volumes

Accounts Journal - General and Students, School Supplies, 1878 Jul - 1881 Jun [43 x 18 x 5 cm]

Organized alphabetically by account, no index.

- Bound
Volumes
Accounts Journal - Students and Faculty, 1929-1933
Sections include: Faculty, faculty charges, faculty laundry, and student laundry.
- Bound
Volumes
Accounts Journal - Students and Faculty, School Supplies, 1887-1891
Organized alphabetically by name.
- Bound
Volumes
Accounts Journal - Students and Faculty, School Supplies, 1891 Sep - 1893 Mar
Organized alphabetically by name.
- Bound
Volumes
Accounts Journal - Students, Music books and scores, 1875 - circa 1881
Organized alphabetically by name.
- Bound
Volumes
Accounts Journal - Students, Music, books, and supplies, 1893-1899 [36 x 23 x 5 cm]
Organized alphabetically by name.
- Bound
Volumes
"Aid Distribution Book," 1890-1924
- Box 3
"Application Fee Registers," [1922-1939?] [2 volumes]
- Bound
Volumes
"Book of Wills," circa 1891
Handwritten transcripts of wills featuring bequests to Vassar College, 1868-1889. Includes Edward L. Beadle (p. 63), Stephen M. Buckingham (p. 93), Jacob P. Giraud (p. 29), Warren J. Merrill (p. 145), John Guy Vassar (p. 109), Matthew Vassar (p. 3), and Matthew Vassar, Jr. (p. 39).
- Bound
Volumes
"Cash [Contributions?] Book," 1861 Apr 9 - 1872 May 18
- Bound
Volumes
"Cash Accounts Book," 1866 Jan 24 - 1904 Oct 14
- Bound
Volumes
"Cash Accounts Book - Students," 1870 Jul - 1871 Jun [35 x 22 x 4 cm]
Organized alphabetically.
- Box 1
Cash Book, 1865 Sep 18 - 1866 Jul 24
General, organized chronologically.
- Box 1
Cash Book, 1866 Sep 6 - 1870 Sep 29
General, organized chronologically.
- Box 1
Cash Book, 1870 Oct 3 - 1874 Sep 3
General, organized chronologically.
- Bound
Volumes
"Cash Book," 1874 Sep 3 - 1880 Jul 20 [41 x 19 x 5 cm]
General, organized chronologically.
- Bound
Volumes
"Cash Book," 1880 Jul 21 - 1885 Sep 30 [33 x 23 x 5 cm]
General, organized chronologically.
- Bound
Volumes
Cash Book, 1885 Oct 1 - 1890 Oct 13 [36 x 25 x 6 cm]
General, organized chronologically.

- Bound
Volumes "Cash Book," 1890 Oct 13 - 1895 Mar 1
General, organized chronologically.
- Bound
Volumes "Cash Book," 1895 Mar 1 - 1895 Jul 26 [41 x 28 x 2 cm]
General, organized chronologically.
- Bound
Volumes "Cash Book No. 1," 1895 Jul 1 - 1897 Jul 23 [42 x 31 x 6 cm]
Receipts and disbursements, organized chronologically.
- Bound
Volumes "Cash Book No. 2," 1897 Jul 24 - 1898 Jun 3
Receipts and disbursements, organized chronologically.
- Bound
Volumes "Cash Book No. 3," 1898 Jun 4 - 1900 Jan 31 [42 x 33 x 6 cm]
Receipts and disbursements, organized chronologically.
- Bound
Volumes "Cash Book No. 4," 1900 Feb 1 - 1901 Jun 29 [41 x 33 x 6 cm]
Receipts and disbursements, organized chronologically.
- Bound
Volumes "Cash Book No. 8," 1907 Jun 13 - 1908 Dec 31 [43 x 35 x 9 cm]
Receipts and disbursements, organized chronologically.
- Bound
Volumes "Cash Book No. 9," 1909 Jan 2 - 1911 Feb 4 [45 x 37 x 8 cm]
Cash by month, organized chronologically.
- Bound
Volumes "Cash Book No. 10," 1911-1913
- Bound
Volumes "Cash Journal," 1881 Feb 22 - 1886 Apr 17 [40 x 29 x 7 cm]
Organized chronologically.
- Bound
Volumes "Cash Journal," 1919 Jul 10 - 1925 Jun 30 [40 x 52 x 6 cm]
Organized chronologically.
- Bound
Volumes "Central Ledger, with index," 1874 Sep - 1878 Jul [47 x 35 x 10 cm]
Organized alphabetically by account.
- Bound
Volumes (Oversize) "Central Ledger," 1895-1900 [51 x 51 x 16 cm]
p. 1-699 Student accounts, p. 700-917 College, faculty, and misc accounts, p. 1299-1360 Surplus accounts, room deposits, p. 1399-1400 deposit account.
- Bound
Volumes "College Accounts Ledger No. 1, with index," 1865 Sep - 1867 Aug
Organized alphabetically by name.
- Bound
Volumes "College Accounts Ledger No. 2, with index," 1867 Sep - 1969 Jul [42 x 30 x 7 cm]
Organized alphabetically by name.

Bound Volumes	"College Accounts Ledger No. 3, with index," 1869 Sep - 1871 Sep <i>Organized alphabetically by name.</i>
Bound Volumes	"College Accounts Ledger No. 4, with index," 1871 Sep - 1873 Jul [41 x 30 x 6 cm] <i>Organized alphabetically by name.</i>
Bound Volumes	"College Accounts Ledger No. 5, with index," 1873 Sep - 1874 Jul [46 x 34 x 11 cm] <i>Organized alphabetically by name.</i>
Box 1	Day Book - Set 1, No. 1, 1873 Mar 29 - 1875 Jul 25
Box 1	Day Book - Set 1, No. 2, 1875 Jul 27 - 1876 Nov 29
Box 1	Day Book - Set 1, No. 3, 1876 Dec 1 - 1878 Oct 31
Box 1	Day Book - Set 1, No. 4, 1878 Nov 1 - 1880 Jul 31
Box 1	Day Book - Set 1, No. 5, 1880 Aug 2 - 1882 Sep 26
Box 1	Day Book - Set 1, No. 6, 1882 Sep 27 - 1884 Jun 16
Box 1	Day Book - Set 1, No. 7, 1884 Jun 24 - 1886 Apr 16
Box 2	Day Book - Set 1, No. 8, 1886 Apr 19 - 1888 Jan 4
Box 2	Day Book - Set 1, No. 9, 1888 Jan 5 - 1889 Jun 18
Box 2	Day Book - Set 1, No. 10, 1889 Jun 19 - 1891 Feb 20
Box 2	Day Book - Set 1, No. 11, 1891 Feb 23 - 1892 Jun 3
Box 2	Day Book - Set 1, No. 12, 1892 Jun 4 - 1893 Sep 21
Box 2	Day Book - Set 1, No. 13, 1893 Sep 22 - 1894 Sep 22
Box 2	Day Book - Set 1, No. 14, 1894 Sep 22 - 1895 Jun 25
Bound Volumes	"Day Book" - Set 2, No. 1, 1873 Aug - 1876 Oct [41 x 22 x 7 cm]
Bound Volumes	Day Book - Set 2, No. 2, 1876 Oct 10 - 1881 Feb 21 [41 x 29 x 6 cm]
Box 2	Day Book - Set 3, No. 1, 1891 Dec 11 - 1892 Sep 30
Box 2	Day Book - Set 3, No. 2, 1892 Sep 26 - 1893 Jan 5
Bound Volumes	Day Book, 1872 Jan 8 - 1880 Sep 20 [40 x 17 x 2 cm]
Bound Volumes	Day Book, 1874 Jul 11 - 1886 Jul 27 [40 x 18 x 4 cm]
Bound Volumes	Day Book, 1886 Mar 1 - 1895 Jun 29
Bound Volumes	"Day Book - Board and Tuition Accounts," 1871 Sep - 1873 Dec [41 x 23 x 7 cm]
Bound Volumes	Departmental Accounts, 1923-1925 [36 x 44 x 3 cm]
Bound Volumes	"Departmental Expenses Ledger," 1923-1924
Bound Volumes	"Departmental Expenses Ledger," 1924-1925
Bound Volumes	Departmental Expenses Ledger - Music Dept, 1884 Sep 18 - 1899 May 18

- Bound
Volumes "Deposit Ledger No. 1, with index," 1874 Jul - 1887 Nov
- Bound
Volumes "Deposit Ledger No. 2 - Students," 1888-1900
- Bound
Volumes "Deposit Ledger No. 3 - Students," 1900-1902
- Bound
Volumes "Deposit Ledger No. 10 - College Functions," 1900-1910
- Bound
Volumes Financial Ledger - "Tuesday Thursday Saturday," 1864 Nov - 1865 Apr
- Bound
Volumes "Fund Ledger No. 1," 1874 Jul - 1892 Jul
Organized by fund.
- Bound
Volumes "Fund Ledger No. 2," 1891 Nov - 1900 Jul
Organized by fund.
- Bound
Volumes "Fund Ledger No. 3," 1901 Jul - 1916 Jul
Organized by fund.
- Bound
Volumes "Fund Ledger No. 4," 1916 Jul - 1925 Jun
Organized by fund.
- Bound
Volumes "Fund Ledger No. 5," 1925 Jun - 1934 Jul
Organized by fund.
- Bound
Volumes Funds Journal, 1861 Feb - 1874 Jul [37 x 26 x 6 cm]
Organized alphabetically by fund, with index.
- Bound
Volumes Funds Journal, 1861 Feb - 1874 Jul [37 x 26 x 6 cm]
Organized chronologically.
- Bound
Volumes "Funds Journal - Cash No. 1," 1925 Jul - 1931 Jun
- Bound
Volumes "Funds Journal - Cash No. 2," 1931 Jul - 1935 Jun
- Bound
Volumes "Funds Journal No. 1," 1874 Jun 13 - 1894 Jan 22
Organized chronologically.
- Bound
Volumes "Funds Journal No. 2," 1894 Feb 5 - 1904 Dec 24
Organized chronologically.
- Bound
Volumes "Funds Journal No. 3," 1905 Jan - 1919 Oct
Organized chronologically.
- Bound
Volumes Funds Ledger, 1925 Nov - 1929 Jun [41 x 27 x 2 cm]

Bound Volumes	General Accounts Ledger, 1882 Jan 3 - 1886 Sep 4 [42 x 36 x 3 cm] <i>Organized chronologically.</i>
Bound Volumes	General Accounts Ledger - Annual, Vol. 1, 1925 Jul - 1926 Jun [41 x 27 x 2 cm]
Bound Volumes	General Accounts Ledger - Annual, Vol. 2, 1926 Jul - 1927 Jun [41 x 27 x 2 cm]
Bound Volumes	General Accounts Ledger - Annual, Vol. 3, 1927 Jul - 1928 Jun [41 x 27 x 2 cm]
Bound Volumes	General Accounts Ledger - Annual, Vol. 4, 1928 Jul - 1929 Jun [41 x 27 x 2 cm]
Bound Volumes	General Accounts Ledger - Annual, Vol. 5, 1929 Jul - 1930 Jun [41 x 27 x 2 cm]
Bound Volumes	General Accounts Ledger - Annual, Vol. 6, 1930 Jul - 1931 Jun [41 x 27 x 2 cm]
Bound Volumes	General Accounts Ledger - Annual, Vol. 7, 1931 Jul - 1932 Jun [41 x 27 x 2 cm]
Bound Volumes	General Accounts Ledger - Annual, Vol. 8, 1932 Aug - 1933 Jun [41 x 27 x 2 cm]
Bound Volumes	General Accounts Ledger - Annual, Vol. 9, 1933 Aug - 1934 Jun [41 x 27 x 2 cm]
Bound Volumes	General Ledger - Daily, Vol. 1, 1892 Nov 15 - 1910 Jun 30
Bound Volumes	General Ledger - Daily, Vol. 2, 1910 Jul 26 - 1923 May 31
Bound Volumes	General Ledger - Daily, Vol. 3, 1923 Jun 8 - 1928 Jun 30
Bound Volumes	General Ledger - Daily, Vol. 4, 1928 Jul 1 - 1932 Jun 30
Bound Volumes (Oversize)	[General Ledger?] No. 7 - Index, circa 1880-1889 [49 x 36 x 2 cm]
Bound Volumes (Oversize)	"General Ledger No. 10 - Index," 1900-1910
Bound Volumes	"General Ledger No. 11," 1910 Jul - 1916 Jun
Bound Volumes	"General Ledger No. 11 - Index," 1910-1916
Bound Volumes	"General Ledger No. 12," 1916 Jul - 1922 Jun
Bound Volumes	"General Ledger No. 13," 1922 Jul - 1925 Jun
Bound Volumes	"General Ledger No. 14," 1925 Jul - 1928 Jun
Bound Volumes	"General Ledger No. 15," 1928 Jul - 1934 Jun

Bound Volumes	"Insurance Book," 1901-1917
Bound Volumes	"Insurances Ledger," 1877-1888 [41 x 28 x 2 cm]
Bound Volumes	"Investments Book," 1884-1937
Bound Volumes	"Investments Book," 1887 - circa 1938
Box 3	"Jewett House Expenditures," 1938-1973
Bound Volumes	"Laundry Register," 1883-1884
Bound Volumes	"Laundry Register," 1884-1885
Bound Volumes	"Laundry Register," 1917 Sep - 1925 Jun [36 x 24 x 4 cm]
Bound Volumes	"Payroll Ledger," 1878
Bound Volumes	"Payroll Ledger," 1887 Aug - 1893 Feb
Bound Volumes	"Payroll Ledger," 1893 Mar - 1896 May
Bound Volumes	"Petty Cash Book, Vol. 1," 1920 Jul 21 - 1924 Mar 6 [32 x 27 x 2 cm]
Bound Volumes	"Petty Cash Book, Vol. 2," 1924 Mar 7 - 1925 Jun 30 [32 x 27 x 2 cm]
Box 3	"Postal Expenses Ledger," 1905 Jul - 1909 Oct
Bound Volumes	"Records of articles for safekeeping, and returned," 1901-1935 <i>Ledger of physical objects of value.</i>
Bound Volumes	"Register of stock holdings and transactions," 1864-1865
Bound Volumes	"Salary Register," 1924-1925
Bound Volumes	"Steward's Account Book," 1865 Sep - 1876 Jul [43 x 37 x 3 cm] <i>"Articles bought for the Steward's Dept" (food, soap, etc.)</i>
Bound Volumes	Student Accounts Ledger - Annual, Vol. 1, 1900 Sep - 1901 Jun [41 x 27 x 2 cm]
Bound Volumes	Student Accounts Ledger - Annual, Vol. 2, 1901 Jul - 1902 Jun [41 x 27 x 2 cm]
Bound Volumes	Student Accounts Ledger - Annual, Vol. 3, 1902-1903 [41 x 27 x 2 cm]
Bound Volumes	Student Accounts Ledger - Annual, Vol. 4, 1903 Sep - 1904 Jun [41 x 27 x 2 cm]
Bound Volumes	Student Accounts Ledger - Annual, Vol. 5, 1904 Aug - 1905 Jul [41 x 27 x 2 cm]
Bound Volumes	Student Accounts Ledger - Annual, Vol. 6, 1905 Sep - 1906 Aug [41 x 27 x 2 cm]

Bound Volumes	Student Accounts Ledger - Annual, Vol. 7, 1906-1907 [41 x 27 x 2 cm]
Bound Volumes	Student Accounts Ledger - Annual, Vol. 8, 1907-1908 [41 x 27 x 2 cm]
Bound Volumes	Student Accounts Ledger - Annual, Vol. 9, 1908-1909 [41 x 27 x 2 cm]
Bound Volumes	Student Accounts Ledger - Annual, Vol. 10, 1909-1910 [41 x 27 x 2 cm]
Bound Volumes	Student Accounts Ledger - Annual, Vol. 11, 1910 Sep - 1911 Aug [41 x 27 x 2 cm]
Bound Volumes	Student Accounts Ledger - Annual, Vol. 12, 1911-1912 [41 x 27 x 2 cm]
Bound Volumes	Student Accounts Ledger - Annual, Vol. 13, 1912 Sep - 1913 Aug [41 x 27 x 2 cm]
Bound Volumes	Student Accounts Ledger - Annual, Vol. 14, 1913-1914 [41 x 27 x 2 cm]
Bound Volumes	Student Accounts Ledger - Annual, Vol. 15, 1914-1915 [41 x 27 x 2 cm]
Bound Volumes	Student Accounts Ledger - Annual, Vol. 16, 1915-1916 [41 x 27 x 2 cm]
Bound Volumes	Student Accounts Ledger - Annual, Vol. 17, 1916 Sep - 1917 Aug [41 x 27 x 2 cm]
Bound Volumes	Student Accounts Ledger - Annual, Vol. 18, 1917-1918 [41 x 27 x 2 cm]
Bound Volumes	Student Accounts Ledger - Annual, Vol. 19, 1918-1919 [41 x 27 x 2 cm]
Bound Volumes	Student Accounts Ledger - Annual, Vol. 21, 1920 Sep - 1921 Aug [41 x 27 x 2 cm]
Bound Volumes	Student Accounts Ledger - Annual, Vol. 22, 1921-1922 [41 x 27 x 2 cm]
Bound Volumes	Student Accounts Ledger - Annual, Vol. 23, 1922 Sep - 1923 Aug [41 x 27 x 2 cm]
Bound Volumes	Student Accounts Ledger - Annual, Vol. 24, 1923-1924 [41 x 27 x 2 cm]
Bound Volumes	Student Accounts Ledger - Annual, Vol. 25, 1924-1925 [41 x 27 x 2 cm]
Bound Volumes	Student Accounts Ledger - Annual, Vol. 26, 1925 Sep - 1926 Aug [41 x 27 x 2 cm]
Bound Volumes	Student Accounts Ledger - Annual, Vol. 27, 1926-1927 [41 x 27 x 2 cm]
Bound Volumes	Student Accounts Ledger - Annual, Vol. 28, 1927-1928 [41 x 27 x 2 cm]
Bound Volumes	Student Accounts Ledger - Annual, Vol. 29, 1928 Sep - 1929 Jul [41 x 27 x 2 cm]
Bound Volumes	Student Accounts Ledger - Annual, Vol. 31, 1930-1931 [41 x 27 x 2 cm]
Bound Volumes	Student Accounts Ledger - Annual, Vol. 32, 1931 Aug - 1932 Jun [41 x 27 x 2 cm]

- Bound Volumes Student Accounts Ledger - Annual, Vol. 33, 1932 Sep - 1933 Jun [41 x 27 x 2 cm]
- Bound Volumes Student Accounts Ledger - Annual, Vol. 34, 1933 Sep - 1934 Jul [41 x 27 x 2 cm]
- Bound Volumes (Oversize) "Student Accounts Ledger No. 1," 1900-1902 [150 x 44 x 11 cm]
- Bound Volumes (Oversize) "Student Accounts Ledger No. 1 - Index," circa 1900 [48 x 39 x 2 cm]
- Bound Volumes "Student Expense Accounts," circa 1886 - 1896 [39 x 28 x 4 cm]
- Organized by enrollment year, then alphabetically by student.*
- Bound Volumes (Oversize) "Subsistence Department Ledger No. 13," 1914 Jun - 1915 Jun [42 x 69 x 9 cm]
- Organized chronologically.*
- Bound Volumes "Tray Ledger - Cushing House," 1920-1936
- Bound Volumes "Tray Ledger - Lathrop House and Main Building," 1903-1932
- Bound Volumes "Tray Ledger - Josselyn House," 1912-1936
- Bound Volumes "Tray Ledger - North Hall (Jewett House)," undated
- Bound Volumes "Tray Ledger - Strong House," 1903-1931
- Bound Volumes "Tray Ledger - Raymond House and Davison House," 1903-1932
- Bound Volumes (Oversize) "Treasurer's Statements No. 1 - Cash," 1886 Sep - 1890 Dec [43 x 45 x 6 cm]
- Bound Volumes (Oversize) "Treasurer's Statements No. 2," 1891 Jan 2 - 1894 Oct 31 [43 x 46 x 6 cm]
- Bound Volumes "Tuition Fee Accounts Ledger, Vol. 1," 1867 Jun - 1869 Aug
- Bound Volumes "Tuition Fee Accounts Ledger, Vol. 2," 1869 Sep - 1871 Jul

Series II. Receipts and Vouchers, [1865?] - circa 1902 [9 volumes, 13 boxes]

- Bound Volumes Receipt Book, 1870s
- Bound Volumes Receipt Book, 1875 Oct-Nov
- Bound Volumes Receipt Book, 1877-1878

- (Oversize)
Bound
Volumes
Receipt Book, 1883-1885
- Bound
Volumes
(Oversize)
Receipt Book, 1887-1888
- Bound
Volumes
(Oversize)
Receipt Book, 1888-1889
- Bound
Volumes
(Oversize)
Receipt Book, 1890-1891
- Bound
Volumes
(Oversize)
Receipt Book, 1891-1892
- Bound
Volumes
Receipt Book, 1893-1895
- Bound
Volumes
Receipt Book, 1894
- Bound
Volumes
(Oversize)
"Register of Audited Vouchers," circa 1902
- Box 3
Voucher index, #19000-30000, undated
Vouchers A, undated [1 box]
Vouchers B, undated [1 box]
Vouchers C, undated [1 box]
Vouchers D, undated [1 box]
Vouchers E, undated [1 box]
Vouchers F, undated [1 box]
Vouchers F, undated [1 box]
Vouchers G, undated [1 box]
Vouchers G, undated [1 box]
Vouchers H, undated [1 box]
Vouchers H, undated [1 box]
Vouchers I, undated [1 box]

Series III. Administrative Files, 1876-1925 [1 volume, 13 boxes]

- Bound
Volumes
Correspondence book of Willard L. Dean related to College purchases, 1876-1883
- Files, budgets, correspondence, 1880s-1920s [1 box]
Files and correspondence, 1910-1925 [1 box]
Files and correspondence, 1915 [1 box]
Files and correspondence, 1916 [1 box]
Minutes and Reports, 1917-1966 [1 box]
Records of George Washington Polk, 1925-1928 [1 box]

Cashier's records, undated [7 boxes]

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