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Assignment Two

List of Incorporated Concepts:

1. To organize all of my financial papers, I used an expandable plastic file folder. This works perfectly for my important financial documents because it is sturdy, and therefore will not break easily, it has a clasp, so I can keep it safely closed, and it has several pockets for all of my papers, but not too many, so I am not overwhelmed with the extra space. The expandable file folder also has removable tabs, which allows me to change and reuse the different files if I need to.
2. I organized my financial documents into sections by alphabetical order. I figured this would allow me to find a document quickly. The writing is clear and concise, so I can easily find the section I am looking for.
3. In my expandable file folder, I included important documents such as, my birth certificate, papers dealing with my car (insurance and car title), documents regarding my bank account, my utility and cable bills, financial aid forms for LSU, insurance policies, a copy of my license, documents pertaining to LSU (transcript, degree audit), a copy of my passport, my tax forms, and a copy of my social security card.
4. I keep my expandable file folder filled with my important financial documents in my bedroom closet in my apartment. This is a safe and inconspicuous place for crucial documents such as these; however, they are also easily obtainable for me when I need them.