

July 24, 1946

Mr. Karl Klooz  
Business Office

Dear Mr. Klooz:

I am enclosing two checks totaling \$13.00 which covers the cost of the books on "Physical Education Activities for Intermediate Grades" which we sold to students in the Playground Activities class. Please deposit this amount to the maintenance account of the Department of Physical Education.

Sincerely,

Henry A. Shenk,  
Chairman of the  
Department of Physical Education.

HAS:MF

Enc.



July 15, 1946

Mr. Karl Klooz  
Business Office

Dear Mr. Klooz:

I am enclosing a check in the amount of \$13.60 in payment for softballs and foot powder purchased from us by the music camp for their summer recreation work. This amount should be deposited in the maintenance account of the Department of Physical Education.

Sincerely,

HS:MF

Director of Physical Education.

Enc.



RUSSELL L. WILEY  
Camp Director

E. THAYER GASTON  
Associate Director

*Ninth Season*

# MID-WESTERN MUSIC CAMP

University of Kansas

Lawrence

July 13, 1946

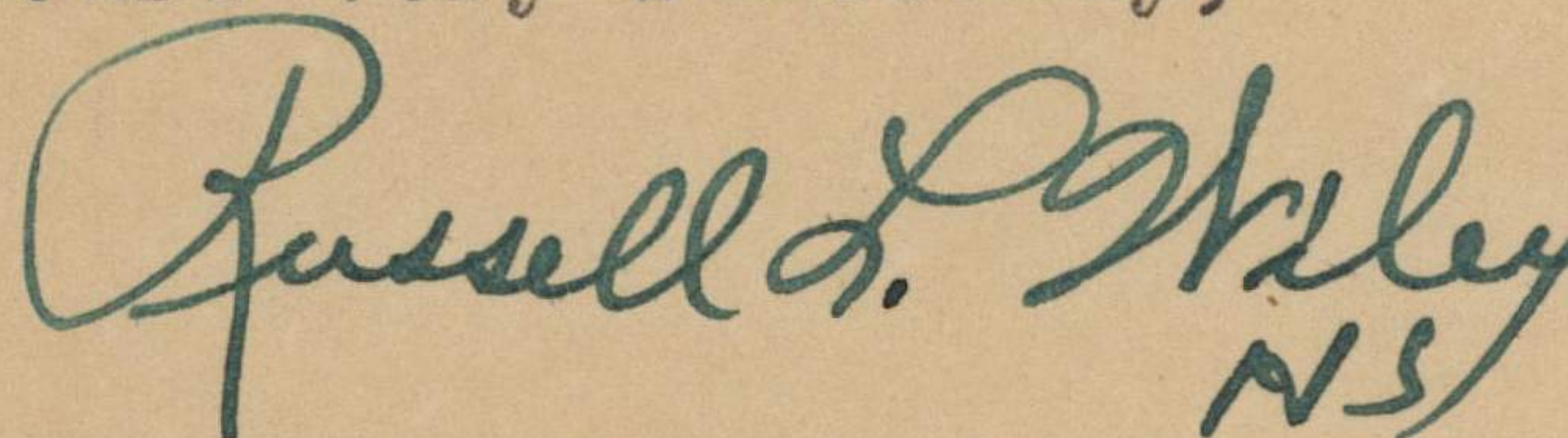
Department of Physical Education  
University of Kansas  
Lawrence, Kansas

Attn: Mr. H. Shenk

Dear Mr. Shenk:

Please find enclosed herewith Check No. 2837, dated July 12, in the amount of \$13.60, which covers softballs and one 25# sack of Foot Powder purchased by Mr. Chas. Mills for the Music Camp.

Yours very sincerely,

A handwritten signature in cursive script that reads "Russell L. Wiley". To the right of the signature, the initials "NS" are written.

Camp Director

Russell L. Wiley:hs  
Encl.



March 22, 1946

Mr. Karl Klooz  
Business Office

Dear Karl:

My assignment from Ted Beaird, District Governor, R. I. 124, is a twelve-minute dissertation on "The Secretary Is a Balance Wheel". At your convenience, won't you sketch out some of the highlights you think most important to dwell upon.

Your many years of service in this position amply qualify you to give me this information. Just sketch them on topic headings without much elaboration; I can do that. I will appreciate this at your earliest convenience.

Sincerely,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:MF



March 10, 1945

TO THE DEPARTMENT ADDRESSED:

In preparing your purchase requests between this date and July 1, 1945, will you please charge to "Fees" all items which you have been charging to "#2 Maintenance" since the beginning of the fiscal year. Thank you.

Clifton C. Calvin  
Business Office



*Pls file*

THE UNIVERSITY OF KANSAS  
LAWRENCE  
BUSINESS OFFICE

KARL KLOOZ, BURSAR

February 9, 1946

Dr. Forrest C. Allen, Director  
Department of Physical Education  
University of Kansas

Dear Dr. Allen:

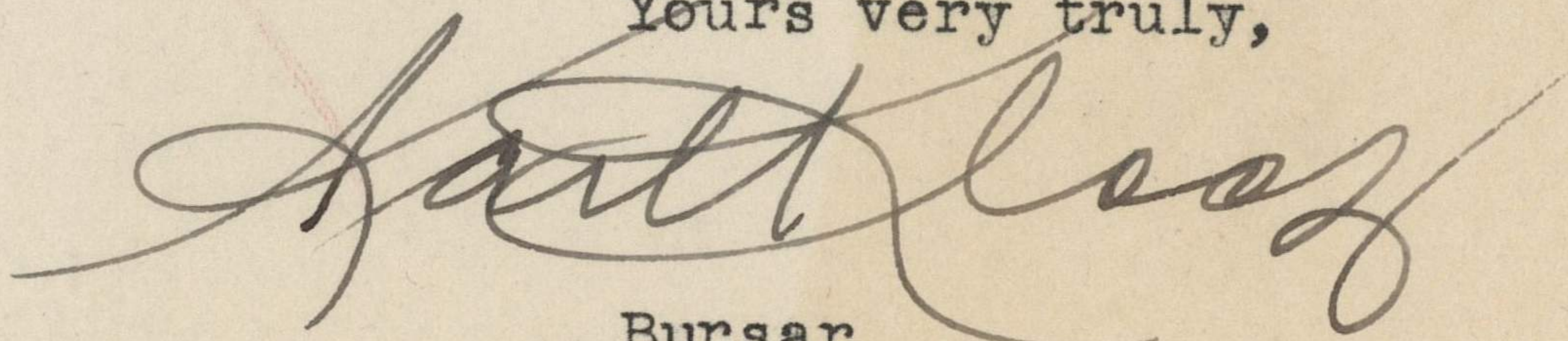
This will acknowledge receipt of your letter of the 8th concerning your Purchase Request 51413 for 83 dozen turkish towels, 37 x 18 $\frac{1}{2}$ , and in reply wish to say that I have called the State Business Manager's Office at Topeka and he advises that they have now sent out the second time for quotations and, to date, have been unable to locate any towels.

They are continuing their efforts with instructions to firms that if they locate any to ship and we would take them at any reasonable cost.

With reference to surplus Army or Navy towels, please be advised that we receive, continually, lists covering war surplus materials, but to date have not seen any offerings of turkish towels. It is suggested that you kindly contact Captain Kunz of our Naval R.O.T.C. and possibly he may be in a position to help you.

Regretting the delay, I am

Yours very truly,



Bursar

KK:ebj



February 8, 1946.

Mr. Karl Klooz, Bursar,  
University of Kansas.

Dear Mr. Klooz:

Two weeks ago we requested bids on the purchase of 83 dozen towels for use in our department. We are most desirous of having a supply of new towels on hand before classes begin, which will be approximately a week after enrollment.

The laundry has been very hard on our old towels, and most of them are nothing more than rags. The Navy requires a high standard of service, as you know, and with the enrollment of V-12 students it is imperative that we serve them with usable towels.

If there is anything you are able to do to hurry along this order I would appreciate it. Would there be a possibility of securing surplus Army or Navy towels?

Sincerely yours,

FCA:h

Director of Physical Education,  
Varsity Basketball Coach.



January 23, 1946

Mrs. Brown  
Business Office

Dear Mrs. Brown:

This <sup>is</sup> authorization to refund to Howard Crumb  
\$2.13 because of his being inducted into the service  
in December.

This is not according to the approved method  
of handling refunds, but we <sup>will</sup> overlook it since he is in  
the service.

Sincerely,

MF

Secretary to Dr. Allen



January 22, 1946

Mr. Karl Klooz  
Business Office

Dear Karl:

We are putting in requisition and purchase request for 996 towels. We have but 300 towels on hand. We will have approximately 400 naval cadets in school the early part of February. These boys are required to take gymnasium daily. Therefore, with the civilian needs and the women's department's requirements, the least that we can possibly get along with, due to laundry conditions, is this number.

Most of the turkish towels factories are requisitioned by hospitals and it is a very difficult thing for us to get towels. It is an absolute necessity that we have them as the university has a contract with the Navy. It is a must with us. As it is now, we cannot serve the Navy one day with their increased load.

We are sending a sample of the towel that we have been using and we would like the same size and weight if possible. If it is not possible to get that size and weight, we will take the best thing the business office can furnish us. The ten enclosed bid sheets are the required number that Raymond Nichols suggested that we send. I will appreciate your impressing them with the urgency of this equipment. We need it beginning the second semester.

Very cordially yours,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:MF



December 31, 1945

Mr. Karl Kloez  
Business Office

Dear Karl:

I am sending you a check for \$34.21. This is a part of the expenses incurred during the period of August 1 to December 1 as governor of Rotary International, District 123, as of the statement dated December 28, 1945. I included in my expense account to Rotary International traveling for my automobile, which came to \$193.50. This made a total check for \$227.71; therefore, I deem it advisable for me to send you my personal check to cover

B - Monthly letter	11.85
C - Postage	3.45
D - Stationery	2.30
E - Telegrams & telephone	16.61
	<u>34.21</u>

which was charged to our department.

Very cordially yours,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:MF

Enc.



**ROTARY INTERNATIONAL**

35 East Wacker Drive  
CHICAGO, ILLINOIS, U. S. A.

TO:

Forrest C. Allen  
University of Kansas  
Lawrence, Kansas

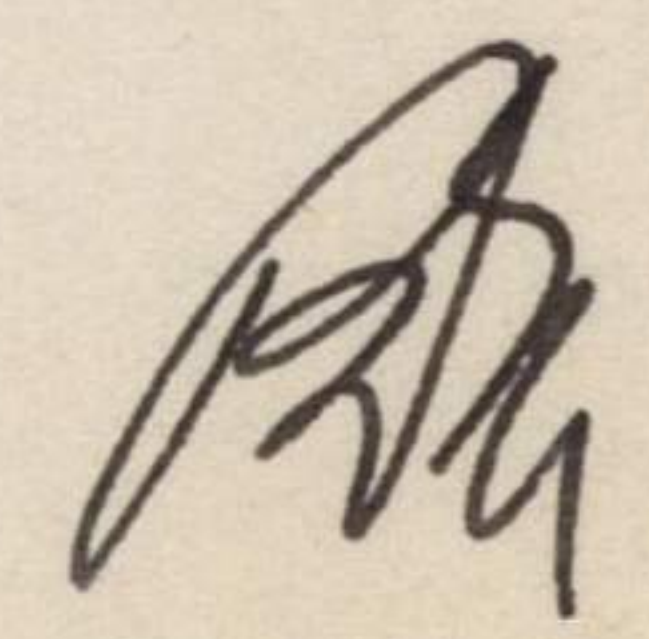
VOUCHER No. 12-153  
VOUCHER DATE 28 December, 1945  
CHECK No. 2637  
CHECK DATE 28 December, 1945

ITEMS	AMOUNT		
	GROSS	DISCOUNT	NET
<p>In payment of expenses incurred during the period of August 1 to December 1, 1945, as governor of R.I. district #123, as per statement dated December 20, 1945.</p>			
B - Monthly letter	11.85		
C - Postage	3.45		
D - Stationery	2.30		
E - Telegrams & telephone	16.61		
F - Traveling	<u>193.50</u>		
			227.71

The enclosed check is in payment of the account above stated.  
Endorsement and collection of check operates as a receipt.

EG

ROTARY INTERNATIONAL



BY \_\_\_\_\_



October 30, 1945

Mr. Cliff Calvin  
Business Office

Dear Cliff:

I still have a few bills that I have failed to take care of as soon as I should. I have one to the Union Operating Committee and one to the Buildings & Grounds. Would you kindly mail these checks to the Moore boys at 425 New York Street.

Sincerely,

Director of Physical Education,  
Varsity Basketball Coach

FCA:lm



THE UNIVERSITY OF KANSAS  
LAWRENCE

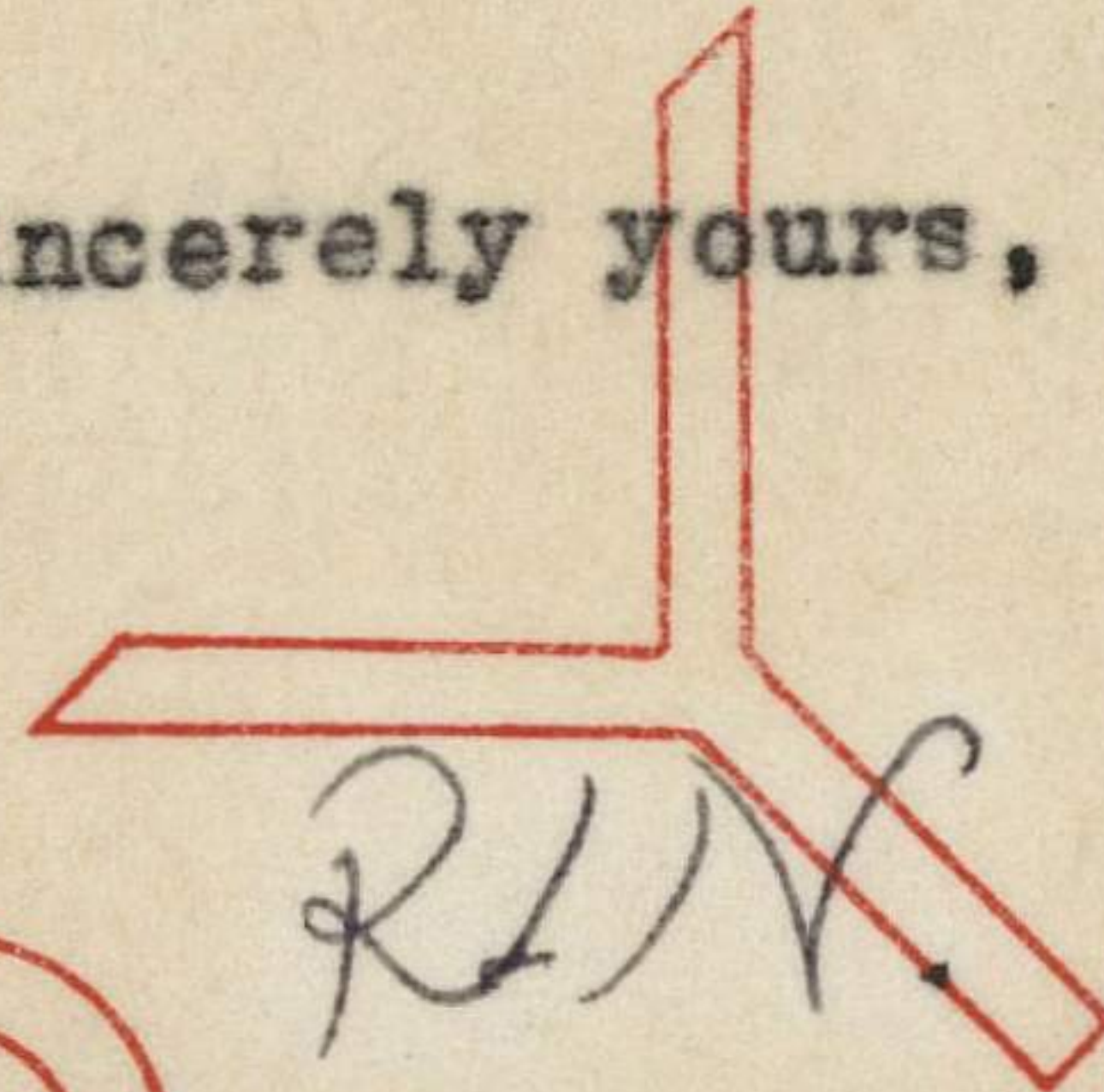
October 29, 1945

Office of  
THE CHANCELLOR

Memo to Mr. Klooz:

Please transfer to Assistance, Physical  
Education the unused balance (July-October inclu-  
sive) in VII-C-13 (CS I) . . . . . \$223.70.

Sincerely yours,



Executive Secretary

s  
cc F.C. Allen

COOPER



September 13, 1945

The Business Office:

Please credit to the Physical Education  
Department, \$22.30 as per attached checks amounting  
to same.

Forrest C. Allen  
Director, Physical Education  
Varsity Basketball Coach

FCA:med

Check from Ada Friesen for syllabus, "Teaching Physical  
Education in the Elementary School." - \$1.10.

from the University concert course fund - Music Camp  
\$21.20.



January 4, 1945

Memorandum to Business Office:

In the case of women students who enroll in Equitation for the first half of the semester, then change to a gym class for the second half, it is recommended that they be charged a towel fee of \$1.25 plus \$1.00 deposit at the time of enrolling for the second half semester.

Director of Physical Education.



December 6, 1944.

Business Office,  
University of Kansas.

Kindly refund the \$1.00 deposit to the following students  
who are no longer in school:

Charles Fink  
Elliott Osiason

Director of Physical Education.



THE UNIVERSITY OF KANSAS  
Lawrence

BUSINESS OFFICE

Karl Klooz, Bursar

June 13, 1944.

To Head of Department Addressed:

The State Business Manager is calling our attention to the ever increasing number of emergency purchases made by the institutions under encumbrances authorized by the State Business Manager.

The fact that emergency purchases are made by the institution under encumbrances authorized does not in any way relieve the responsible parties at the institution from following the procedure as outlined in the General Statutes of Kansas for making purchases. This requires that purchases shall be competitive.

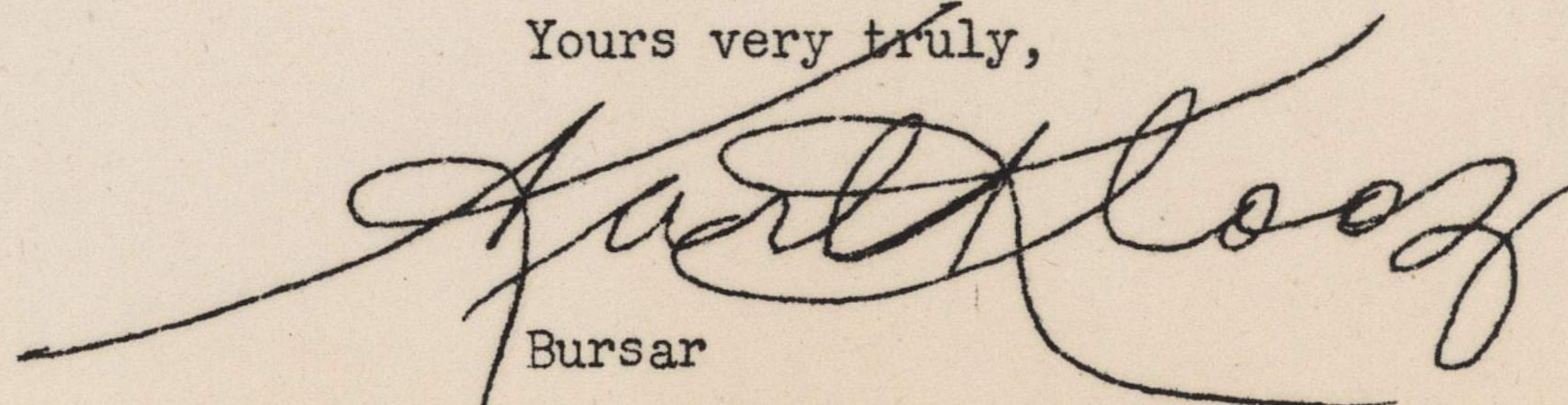
I want to call your attention to the requirement of securing approval from the Business Office before ordering in making an emergency purchase. Whenever you make an emergency purchase, in order to meet the General Statutes of Kansas requirement, you should secure if possible three written bids, or three telephone bids, to support your purchase. If the purchase is non-competitive or there is only one source of supply or personal selection has been made, please so indicate on your purchase request.

Hereafter, it will be necessary that all emergency purchases be covered by triplicate invoices; therefore, when making an emergency purchase please request the firm or supplier to furnish invoice in triplicate.

Just a word about purchases following regular routine. Anticipate your needs from two to four weeks in advance and your emergency purchases will be few. All purchase requests should be accompanied by quotations from at least three sources. If you are able to secure only one bid and wish the Business Manager to secure others, attach three additional quotation sheets with items desired typed on them. If you have only one quotation and it is non-competitive, or personal selection has been made, please so indicate on your purchase request.

These are difficult and trying times in making purchases but I wish to thank you for your cooperation in making purchases that are to the best interests of the University, and still meet the requirements of the law.

Yours very truly,



Bursar

KK:IW



DEPOSITED WITH THE CASHIER

OF

THE UNIVERSITY OF KANSAS

By Physical Education Dept.

Currency .....

Gold .....

Silver .....

Checks (List each check or draft separately)

Deposit  
CHK.

Emma Jane Stator

125

TOTAL .....

125

March 29, 1944

Received all the above listed items.

Dorothy C. Williams

Cashier.





STATE OF KANSAS  
BOARD OF ADMINISTRATION  
AND BOARD OF REGENTS

FORM No. 49

UNIVERSITY OF KANSAS  
OFFICIAL RECEIPT

No 9652

Lawrence, Kansas,

March 29,

1944

Received from

Physical Education

One +  $\frac{25}{100}$

DOLLARS

ORIGINAL

in payment for

Deposit check - Emma June Stator

\$  $\frac{125}{100}$

Dorothy E. Williams

Head of Department, Cashier or Steward.





DEPOSITED WITH THE CASHIER

OF

THE UNIVERSITY OF KANSAS

By Physical Education Dept.

Currency .....

Gold .....

Silver .....

Checks (List each check or draft separately)

*Deposit -*

*Check - Violet Conrad*

*125*

TOTAL .....

*125*

*March 16, 1944*

Received all the above listed items.

*Dorothy C. Williams*

Cashier.





STATE OF KANSAS  
BOARD OF ADMINISTRATION  
AND BOARD OF REGENTS

FORM No. 49

UNIVERSITY OF KANSAS  
OFFICIAL RECEIPT

No 7120

Lawrence, Kansas,

March 16, 1944

Received from

Physical Education Dept.

One +  $\frac{25}{100}$

DOLLARS

ORIGINAL

in payment for

Deposit to Maintenance Fund  
check - Violet Conrad.

\$  $\frac{25}{100}$

Dorothy E. Williams

Head of Department, Cashier or Steward.





**DEPOSITED WITH THE CASHIER  
OF  
THE UNIVERSITY OF KANSAS**

By Physical Education Dept.

Currency .....

Gold .....

Silver .....

Checks (List each check or draft separately)

Deposit chk.  
Porter  
to  
Maintenance

606

TOTAL .....

606

Feb. 23, 1944

Received all the above listed items.

Dorothy E. Williams

Cashier.





STATE OF KANSAS  
BOARD OF ADMINISTRATION  
AND BOARD OF REGENTS

FORM No. 49

UNIVERSITY OF KANSAS  
OFFICIAL RECEIPT

No 6974

Lawrence, Kansas,

February 23 1944

Received from

Physical Education Dep.

Six +  $\frac{06}{100}$

DOLLARS

in payment for

Deposit to maintenance

\$ 6<sup>06</sup>

Dorothy E. Williams

Head of Department, Cashier or Steward.





DEPOSITED WITH THE CASHIER

OF

THE UNIVERSITY OF KANSAS

By Physical Education Dept.

Currency .....

Gold .....

Silver .....

Checks (List each check or draft separately)

Deposit chk.

from Student Union

6345

Activities Comm.

for

Ping Pong equipment

Maintenance Fund

TOTAL .....

6345

Nov. 15

1943

Received all the above listed items.

Dorothy C. Williams

Cashier.





STATE OF KANSAS  
BOARD OF ADMINISTRATION  
AND BOARD OF REGENTS

FORM No. 49

UNIVERSITY OF KANSAS  
OFFICIAL RECEIPT

No 6051

Lawrence, Kansas,

November 15, 1943

Received from

Physical Education

Sixty-three +  $\frac{45}{100}$

DOLLARS

ORIGINAL

in payment for

Deposit

\$ 63  $\frac{45}{100}$

Dorothy E. Williams

Head of Department, Cashier or Steward.





DEPOSITED WITH THE CASHIER

OF

THE UNIVERSITY OF KANSAS

By Physical Education Dept.

Currency .....

Gold .....

Silver .....

Checks (List each check or draft separately)

U.S. Navy U-12

9380

U.S.N.T.S. (M.M.)

9381

(Cost of <sup>↓</sup> boxing Ring)

Maintenance Fund

TOTAL .....

18761

Dec 8, 1943

Received all the above listed items.

Dorothy E. Williams

Cashier.





STATE OF KANSAS  
BOARD OF ADMINISTRATION  
AND BOARD OF REGENTS

Form No. 49

UNIVERSITY OF KANSAS  
OFFICIAL RECEIPT

No 6090

Lawrence, Kansas,

December 8, 1943

Received from

Physical Education Dept.

One Hundred Eighty-seven &  $\frac{61}{100}$

DOLLARS

in payment for

Deposit

\$

187  $\frac{61}{100}$

Dorothy E. Williams

Head of Department, Cashier or Steward.





March 1, 1944.

Mr. Karl Klooz,  
Business Office,  
University of Kansas.

Dear Karl:

We used the freshman dressing room under the west side of the stadium. Our civilian men began the winter term in November 1943. We used the west side three times a week for these classes, which was approximately fifteen weeks.

Sincerely yours,

FCA:AH

Director of Physical Education,  
Varsity Basketball Coach.



Physical Education classes for civilian men in  
 West Stadium for Winter term, beginning November, 1943 -

The dressing room on the West side has been used  
 three times a week for these classes, approximately  
 15 weeks.

40 - 7:30

50 - 8:30

~~80~~ - 9:30

50 - 11:30

30 - 2:30

95 - 4:30

Mrs H - How many

classes a day and total  
 number in each and all  
 classes please. see

345



THE UNIVERSITY OF KANSAS

LAWRENCE

BUSINESS OFFICE

KARL KLOOZ, BURSAR

February 22nd, 1944

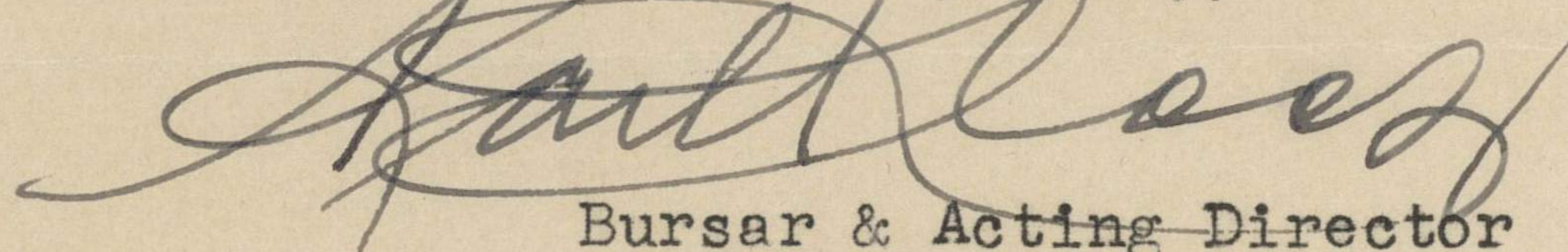
Dr. Forrest C. Allen, Head  
Department of Physical Education  
University of Kansas

My dear Dr. Allen:

I find that I have been unable to accomplish anything in the way of an agreement covering the use of the West side of the Stadium by your department in physical education classes.

I wish that you would give me the date that you started classes there and just how much you use the Stadium and what part of the Stadium you use. From that point I think I shall have sufficient information to render a statement of accounting covering same.

Yours very truly,



Bursar & Acting Director  
of Athletics

KK:JMT



August 3, 1944.

Mr. Clifton C. Calvin,  
Business Office,  
University of Kansas.

Dear Clif:

Thank you so much for your good letter of August 1,  
giving me much needed information.

If I did not have a good friend to tell me how money  
melts away without anybody knowing about it, we would be  
very much in the soup at times - and I meant at all times.

I treasure this confidential information.

Sincerely yours,

FCA:AH

Director of Physical Education,  
Varsity Basketball Coach.



## THE UNIVERSITY OF KANSAS

LAWRENCE

BUSINESS OFFICE

KARL KLOOZ, BURSAR

8/1/44

Dr. Allen;

Intramurals fund had a balance of \$926.08 carried over from last year.

It seems that the anticipated cost of the tennis courts was \$4,000.-. Therefore, from appropriation and by transfer \$3,073.92 was set up in University accounts to supplement the 926.08. The construction cost, as you know, was \$3,756.<sup>00</sup>. To pay this the entire \$3,073.92 is being used, along with \$682.08 of the original amount in Intramurals Fund.

This leaves a balance in the account of \$244.<sup>00</sup>, which I understand is earmarked for backstops, et cetera.

Now for this year. As Nichols set up the activity fee the Intramurals fund participates only in the receipts from the 6 and 8 weeks summer Terms. Enrollment in these Terms is small and your income will approximate \$105.<sup>00</sup>

Thank

Chas. L. Brown