Business Office, University of Kansas.

The following boys who are employed in the Towel Room are authorized to sign receipt cards on towel fee deposits:

Marvin Sollenberger

Max Kissell

Vance Hall

Marshall Hulett

Paul Turner

Lawrence Stream

Dick Hiller

Secretary, Dept. of Physical Education.

On campus mail that must be sealed it is not economical to use the University Envelopes which have been printed with lines for six addresses. They cost  $75\,$ ¢ per box, whereas the ones without the lines cost only  $25\,$ ¢.

Special attention is called to the necessity of saving typewriter ribbon spools. In the near future it will probably be necessary to have an old spool in order to

buy a new one.

Tires on University delivery trucks are getting thin, and new ones cannot be obtained, which necessitates a gradual curtailment of delivery service. A fact which is regretted, but which cannot be avoided.

Conservation Chin.

F. C. Allen 105 R

## THE UNIVERSITY OF KANSAS Lawrence

Business Office

May 6th, 1942

#### TO THE DEPARTMENT HEAD ADDRESSED:

The War Production Board has included typewriter ribbon spools and adding machine spools in curtailment restrictions so this will mean that some method of accumulating used typewriter ribbon spools and adding machine spools for re-use is now essential.

It is proposed that we start immediately to accumulate typewriter ribbon spools and so hereafter in order for you to secure a new typewriter ribbon, it will be necessary for you to turn in a used typewriter ribbon spool. These spools should be handled carefully to avoid damaging.

Please note that nothing but empty spools are to be turned in. All used ribbons should be removed. It is also requested that all empty tin containers for the typewriter ribbons be turned in at the same time.

Thanking you for your cooperation in this matter, I am

Danagas

Yours very truly,

KK:JIT

17-5453

9-38-25M Sets

STATE OF KANSAS
BOARD OF ADMINISTRATION
AND BOARD OF REGENTS

FORM No. 49

UNIVERSITY OF KANSAS

OFFICIAL RECEIPT

No	17700	La	wrence, Kansas,	March 31	19.10
		Received from	F.C. all	Salalindi	Kun Fal
	F. Meen an	2 765			DOLLARS
n payme	ent for Sug	21111	11/2/11/2		
3. 15	15 215		10 mas	o H. Flan	
				Head of Department, Cas	hier or Steward.

THE UNIVERSITY OF KANSAS
Business Office
February 17, 1942

To the Department Head Addressed:

In order to concentrate into less time the distribution of all office supplies, including stamps, which have heretofore been distributed directly from this office from 8:00 o'clock in the morning to 5:00 o'clock in the afternoon, will hereafter beginning March 1, 1942, be distributed directly from the Business Office Store Room in the basement of Frank Strong Hall from 8:00 A.M. to 9:30 A.M. and from 1:30 P.M. to 3:00 P.M., except on Saturdays only from 8:00 A.M. to 9:30 A.M.

Please anticipate your needs and secure your supplies during the hours indicated above as the store room will be closed during other hours of the day. Please also give advance notice on large stamp orders.

Since our office wishes more information for accounting purposes on the transfer checks it is requested that you give accurate and complete detail on all transfer checks you write, both to the Business Office and other departments, such as, number of and the items, unit cost and the total.

The selling of University supplies for cash to individuals for private use is not permitted. University organizations may purchase for cash.

Thanking you for your cooperation in this matter, I am

Mr. Karl Klooz, Bursar, University of Kansas.

Dear Mr. Elooz:

The enclosed Purchase Request No. 26316 is for rental of ten acres owned by Professor and Mrs. D. H. Spencer, which we are renting in order that our intramural program may be carried out this spring and next fall.

Before negotiations were made with Dr. Spencer I took up the matter with Chancellor Malott and Mr. Raymond Nichols, and obtained their approval for the department to rent this property. Due to the fact that the Buildings and Grounds Department is doing extensive grading on our intramural fields it is necessary that we use this Spencer trast for softball and football fields.

Arrangements have been made with Mr. C. G. Bayles to out and harvest the hay on this land during the summer, for which he will credit this department.

Sincerely yours,

Director of Physical Education and Recreation, Varsity Basketball and Baseball Coach.

No.		

# LEASE Farm Property

FROM	
Ang Lespesses	
TO	
F. C. allen - Sirector Physics	el
Education, University of Nans	
STATE OF KANSAS,  County,  Ss:	
This instrument was filed for record on	)
theday of	
19, ato'clockM., and duly	
recorded in book	
of, on page	
Register of Deeds.	
Deputy.	
Fee \$	

This I	288C, Made thi	s Syth (6th)	day of april	1942
by Arra	Lespen	cer		
				of the first part,
to F.C. al	llen-Direc	tor Physical	l'Education	Murersity
Al Ka	usas.		of the	second part:
		of the first pa		the rents, covenants and
agreements of the sai	id partof the s	second part, hereinafter	set forth, do es by	these presents, GRANT,
LEASE and RENT	1	of the second part, the last state of Kansas to-wit		property, situated in the
country of	The same and	I Duate of Ixalisas 10-wit		
The So	uth East,	The state of the s	A. V. V.	East quarter,
of the	enth West	quarter 10	Pelection	1 Town 13
South	/ Lange /	9 East of	the Sitte	Preme.
Meruda	n Contae	ning ter	r(10) acres,	more or less.
	- ····································		***************************************	
ovenants and agrees	with the said part	part, in consideration of of the first part, the ent for the same, the	o pay to the said part	nises as above set forth,  of the first part,  rent or sum of  DOLLARS,
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	of the second part fart	not without to milli sold	THE RESIDENCE OF STREET, ST.	terror our correction was

HEREBY WAIVING the benefit of the exemption, valuation and appraisement laws of the State of Kansas, to secure the payment thereof.

The said party of the second part further agrees to farm said land in due season, and in good and husband-like manner, and to protect the same from prairie fires by burning of sufficient fire guards, and to trim and cultivate all fruit and ornamental trees, and see that they are not injured by animals, and in case he fails to do so, agrees to pay the sum of \$\frac{1}{2} \quad \text{per acre for the said land, at the election of the said party of the first part.}

The covenants herein shall extend to and be binding upon the heirs, executors and administrators of the parties to this Lease.

In Witness Whereof, The said parties have bereunto set their hands, the day and year first above written.

Executed in the presence of

va & espe

## THE UNIVERSITY OF KANSAS Lawrence

Business Office

To the Department Head Addressed:

The University requires that all department inventories shall be checked annually. This check should be made between March 1st and June 30th.

Departments will be given their choice of time in so far as possible, but should be sure that this check is completed before members of the department leave on their summer vacations.

The time for this check may be arranged by calling KU-4, asking for Mr. Owen, Inventory Clerk at the Business Office.

Yours truly,

Bursar.

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

Dear Mr. Klooz:

I trust that it will be possible for the attached order for Chlorine tubing to be sent through as an "emergency" order. At the present, a piece of garden hose which was attached to the chlorinator, is proving very unsatisfactory.

Sincerely yours,

Director of Physical Education and Recreation, Varsity Basketball and Baseball Coach.

		100			
LAW	REN	CE.	KA	SNI	AS.

11-24-41

193\_

University of Kansas.

Lawrence, Kansas.

IN ACCOUNT WITH

#### SOL MARKS & SON

A Jewelry Store Worthy of the Name

817 MASSACHUSETTS ST.

Settlement to be made by the first of each month

PHONE 654

DATE	ITEM	DEBITS	CREDITS	BALANCE	
Nov.	9 Stop watch crystal	. 50			
	NOV 28 1941				

STATE OF KANSAS BOARD OF ADMINISTRATION AND BOARD OF REGENTS

FORM No. 49

#### UNIVERSITY OF KANSAS

### OFFICIAL RECEIPT

Nº	15875	Lawrence, Kansas, Mon Received from Shypical	Education 39
in payme			DOLLARS
\$ 273	9	Mana	A STATE

Head of Department, Cashier or Steward.

17-5453 9-38-25M Sets

#### DEPOSITED WITH THE CASHIER

OF

By THE UNIVERSITY OF KAN	SAS		De	pt.
Currency				
Gold				
Silver				
Checks (List each check or draft separately)				
Dey said				
Total		2	7	39
7/1-		10		
Received all the above listed items.	#			
JAAAAAA ATTA		Casi	hion	
17-8889 5-39-7M CTRADES UNION COUNCILD		Cusi	1001	

Business Office, University of Kansas.

Attention: Mr. Owen.

Dear Mr. Owen:

The following boys who are employed in the towel room will sign the deposit cards for refund on towel tickets:

Marvin Sollenberger Vance Hall Max Kissell Dick Miller Marshall Hulett

Sincerely,

Secretary, Dept. of Physical Education.

P.S. Regarding Philip Sharer's fees - his instructor, Miss Stapleton, tells me that he has paid his fees for the course in Badminton.

I feel that some steps should be taken to stop this unnecessary tagging.

Sincerely yours,

Director of Physical Education and Recreation Varsity Basketball and Baseball Coach

FCA/PE

Mr. Karl Klooz University Business Office Campus

Dear Mr. Klooz,

I am attaching herewith Purchase Request # 21683 for a horizontal bar which is made by the Fred Medart Manufacturing Co. I am also attaching their letter which shows the bid on this item.

We desire to have the cost of this piece of apparatus charged to our Special Maintenance fund for \$210 for a parallel bar. On July 2, 1941 Purchase Order Voucher # 42 for a parallel bar (\$156) which was ordered from the J.E. Porter Corperation at Ottawa, Illinois was cancelled due to their inability to fill our order immediately.

I trust that this order will have your approval.

Sincerely,

PCA/pg

Director of Physical Education and Recreation Varsity Basketball and Baseball Coach Dr. Forrest C. Allen, Director of Physical Education and Recreation University of Kansas Lawrence, Kansas

Dear Dr. Allen:

Roy Weinzettel has referred to me your letter of Nov. 6, requesting current information on the price of our #13M horizontal bar with solid steel bars.

Your letter states that this unit is listed at \$14.00 in our catalog MD-1, but we believe this to be a typographical error inasmuch as it is listed at \$74.00 in that catalog. However, this catalog has been superseded by our #MD-2 and, under separate cover, we are sending to you this later catalog, together with our price list #100. You will note that in this new price list, on page 8, the #13M full guyed floor horizontal bar with solid steel bar lists at \$112.00 with a shipping weight of 150 lbs. Your discount from this list would be 20%, which is your f.o.b. St. Louis cost. In the event you desire to order this unit, we suggest that you have a tax exemption certificate executed and have it accompany the order which will eliminate the necessity of our adding the Federal Excise Tax to your invoice.

The price which we have quoted above does include the floor plates necessary for attachment of this unit to the floor.

If we may give you additional information on this or any other piece of our equipment, please write us.

Yours very truly

FRED MEDART MANUFACTURING CO.

(Signed) G.W. Crosnoe

Manager, Merchandising Division

Dr. Forrest C. Allen, Director of Physical Education and Recreation University of Kansas Lawrence, Kansas

Dear Dr. Allen:

Roy Weinzettel has referred to me your letter of Nov. 6, requesting current information on the price of our #13M horizontal bar with solid steel bars.

Your letter states that this unit is listed at \$14.00 in our catalog MD-1, but we believe this to be a typographical error inasmuch as it is listed at \$74.00 in that catalog. However, this catalog has been superseded by our #MD-2 and, under separate cover, we are sending to you this later catalog, together with our price list #100. You will note that in this new price list, on page 8, the #13M full guyed floor horizontal bar with solid steel bar lists at \$112.00 with a shipping weight of 150 lbs. Your discount from this list would be 20%, which is your f.o.b. St. Louis cost. In the event you desire to order this unit, we suggest that you have a tax exemption certificate executed and have it accompany the order which will eliminate the necessity of our adding the Federal Excise Tax to your invoice.

The price which we have quoted above does include the floor plates necessary for attachment of this unit to the floor.

If we may give you additional information on this or any other piece of our equipment, please write us.

Yours very truly

FRED MEDART MANUFACTURING CO.

(Signed) G.W. Crosnoe Manager, Merchandising Division October 20, 1941

Business Office Frank Strong Hall Campus

Gentlemen,

Please refund Leonard Zelinskas one-half of the \$3.50 which he paid as a fee to enter the course in Elementary Basketball. He is no longer enrolled in this course but is enrolled in Varsity athletics for which no fee is charged.

Sincerely,

PMG/E

Secretary to the Department of Physical Education

October 20, 1941

Business Office Campus

Dear Sirs,

You may refund \$2.50 of the \$3.25 that Kenneth Tipps deposited at the beginning of the semester. This includes the \$1.00 deposit that is always returned at the end of the semester and \$1.50 of the \$2.25 towel and locker fee which he was required to pay for gymnasium privileges.

Sincerely,

PMG/g

Secretary to the Department of Physical Education

Mr. Karl Kloos, Business Office.

Dear Mr. Klooz:

For your information I wish to submit the names of the following students whom we are using to handle certain of our Physical Education classes. These are all advanced students, well qualified to teach the skills, and we desire to pay them at the rate of 50¢ an hour.

John Pfitsch Sidney Salt Clifford Nordstrum Haven Glassmire Carl Jessup T. P. Hunter

Carl Jessup, who had an appointment on the regular payroll, has resigned the appointment to take over the boys' physical education classes at Lawrence Junior High School. However, he will continue to teach one tennis class three hours a week, and we will pay him on the irregular payroll.

Mr. Nichols has advised me of the transfer of certain of our funds to the irregular payroll fund, and we are asking him to have the balance in Mr. Jessup's salary transferred so that we may pay him on the irregular payroll.

Very sincerely yours,

Director of Physical Education and Recreation, Varsity Basketball and Baseball Coach.

FCA: AH

#### DEPOSITED WITH THE CASHIER

OF THE UNIVERSITY OF KAI	NSAS			
By Thysical Educa			D	ept.
Currency				
Gold				
Silver				
Checks (List each check or draft separately)				
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Total		14	20	THE REAL PROPERTY.
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Received all the above listed items.	0	7		
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12-40-7M

18-6858

Mr. Karl Klooz, Bursar, University of Kansas.

Dear Mr. Klooz:

I acknowledge receipt of your favor of the 25th instant, and I will of course be very happy to cooperate in all the matters that you discussed.

However, I desire to state that I had a call from Bal Jeffrey last Monday asking me to come to Topeka and take luncheon with Dr. Kirkpatrick and him. It was in regard to competitive athletics, and I bought the luncheon. They were interested in helping with the athletic situation and they wanted my advice on some matters.

I did not get a receipt at the Pennant, and I drove my own car. It is impossible for me to get a receipt because I did not know then about the regulation, and I am asking you how this should be handled. In all other matters I will follow your advice as outlined by Richard S. Wyler & Company.

Thanking you for your letter, I am

Very cordially yours,

Director of Physical Education and Recreation, Varsity Basketball and Baseball Coach.

FCA: AH

## THE UNIVERSITY OF KANSAS

BUSINESS OFFICE

KARL KLOOZ, BURSAR

September 25, 1941

Dr. Forrest C. Allen Basketball Coach University of Kansas

My dear Dr. Allen:

The Richard S. Wyler & Company have just completed the annual audit of the University of Kansas Physical Education Corporation accounts and have sent their report, together with some recommended changes in the handling of travel expense accounts.

The changes have the approval of the Finance Committee and this is to advise you that hereafter all expenses of \$1.00 or more must be accompanied by a receipt with the exception of taxi fares and tips. Also all expense accounts must be presented currently for reimbursement.

Upon the completion of a trip, either personally or with a team, please present your expense account to Mr. Falkenstein and he will transfer it to special forms prepared by Wyler & Company, in preparation for payment.

Thanking you for your cooperation in these matters and with best wishes, I am

Karl Klooz, Chairman

Finance Committee University of Kansas

Physical Education Corporation

KK: JMT

#### THE UNIVERSITY OF KANSAS

LAWRENCE

BUSINESS OFFICE

KARL KLOOZ, BURSAR

May 9th, 1940

#### TO THE DEPARTMENT HEAD ADDRESSED:

Enclosed are samples of the new travel-general expense voucher, privately-owned car mileage voucher, state-owned car mileage voucher, and expense receipts.

In general, the instructions on the back of these vouchers are to be followed, with the exception of the number of copies required. In addition to the triplicate copies of each required, it is requested that a fourth copy be made on voucher, Form B 2-a, (sample enclosed) and all four copies sent direct to this office on or before the 17th of each month for payment with that month's business.

It is necessary to secure receipts for all non-subsistence expenditures and for non-subsistence and subsistence expenditures for all out of state travel. Receipts for subsistence expenditures for travel within the state are not required.

A supply of these vouchers is now on hand and can be secured at the Business Office so that all vouchers presented for payment after the 17th of this month will be prepared and presented for payment on the new forms.

Thanking you for your cooperation in this matter, I am

Karl Klooz

Yours very truly.

Bursar

KK: JMT Encs.

Pebruary 8, 1941 Mr. Marl Klooz, Chairman Finance Committee Business Office University of Kansas Dear Mr. Klooz: Thank you for your letter of the 7th advising me that the Finance Committee approved the scoreboard with an expenditure not to exceed \$400.00. I appreciate this very much and I assure you that we will cooperate in every way, keeping in mind the fundamentals of economy, efficiency and service. I am sure that this board will be in service at least 15 years, which should reduce the cost per year very materially. Sincerely yours, Director of Physical Education and Recreation Varsity Basketball Coach FCA:1g

#### THE UNIVERSITY OF KANSAS LAWRENCE

BUSINESS OFFICE

KARL KLOOZ, BURSAR

February 7th, 1941

Dr. Forrest C. Allen Director of Physical Education Varsity Basketball Coach University of Kansas

My dear Dr. Allen:

This will acknowledge receipt of your letter of January 31st and I have delayed answering same until we might have a Finance Committee meeting and I have no doubt but that Mr. Henry has advised you the action of the committee in approving the score board with an expenditure not to exceed \$400.00.

I believe that I favor the score board as designed by Mr. Crow of the Buildings and Grounds Department if they can build it for \$400 or less. I shall be very glad to talk this matter over with you at your convenience.

Karl Klooz, Chairman

Finance Committee-University of Kansas Physical Education

Corporation

KK: JMT