

THE UNIVERSITY OF KANSAS  
Lawrence

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Business Office

May 6th, 1942

TO THE DEPARTMENT HEAD ADDRESSED:

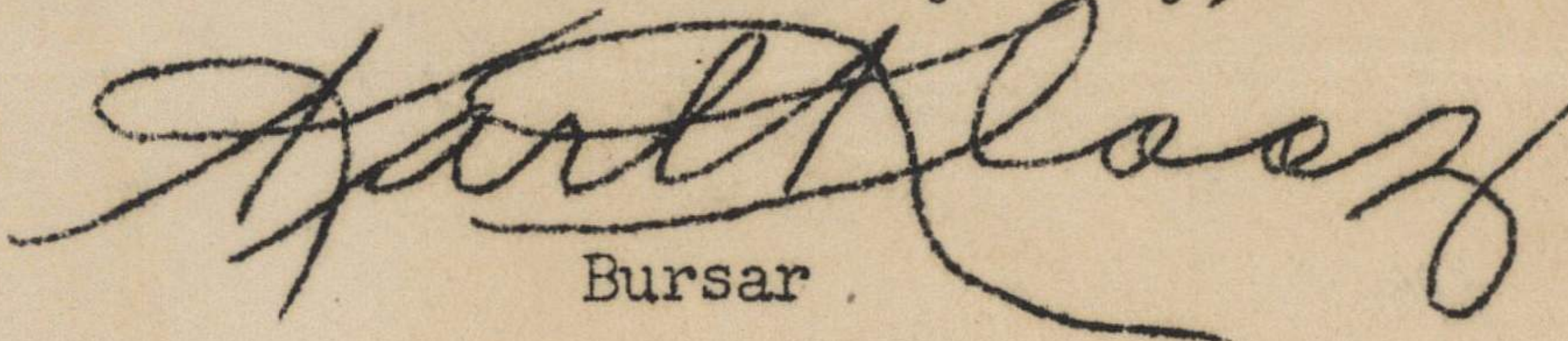
The War Production Board has included typewriter ribbon spools and adding machine spools in curtailment restrictions so this will mean that some method of accumulating used typewriter ribbon spools and adding machine spools for re-use is now essential.

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

Yours very truly,

A handwritten signature in dark ink, appearing to read "Hartley", written over the typed name "Bursar".

Bursar

KK:JMT