

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.

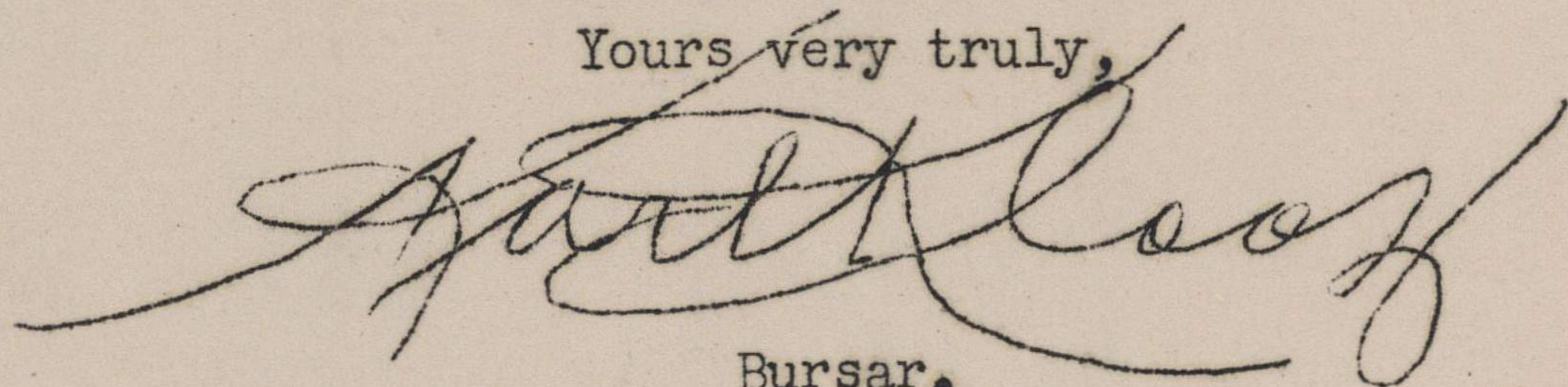
Please anticipate your needs and secure your supplies during the hours indicated above as the store room will be closed during other hours of the day. Please also give advance notice on large stamp orders.

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

Yours very truly,



Bursar.