

THE UNIVERSITY OF KANSAS
Lawrence

Business Office

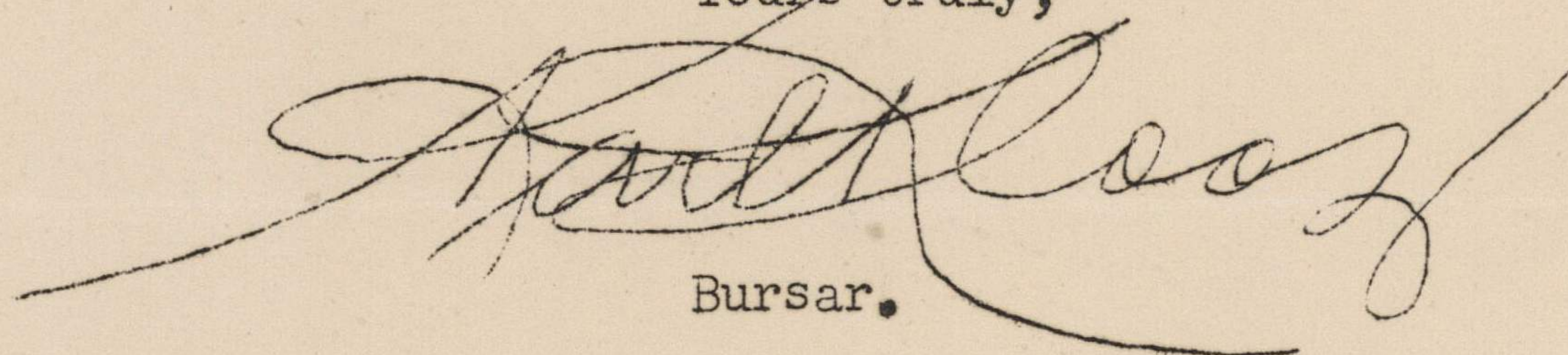
To the Department Head Addressed:

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,

A large, stylized handwritten signature in dark ink, likely belonging to the Bursar, is written over the typed name. The signature is fluid and cursive, with a long horizontal stroke extending to the left.

Bursar.