

THE UNIVERSITY OF KANSAS

LAWRENCE

BUSINESS OFFICE

KARL KLOOZ, BURSAR

September 25, 1941

Dr. Forrest C. Allen
Basketball Coach
University of Kansas

My dear Dr. Allen:

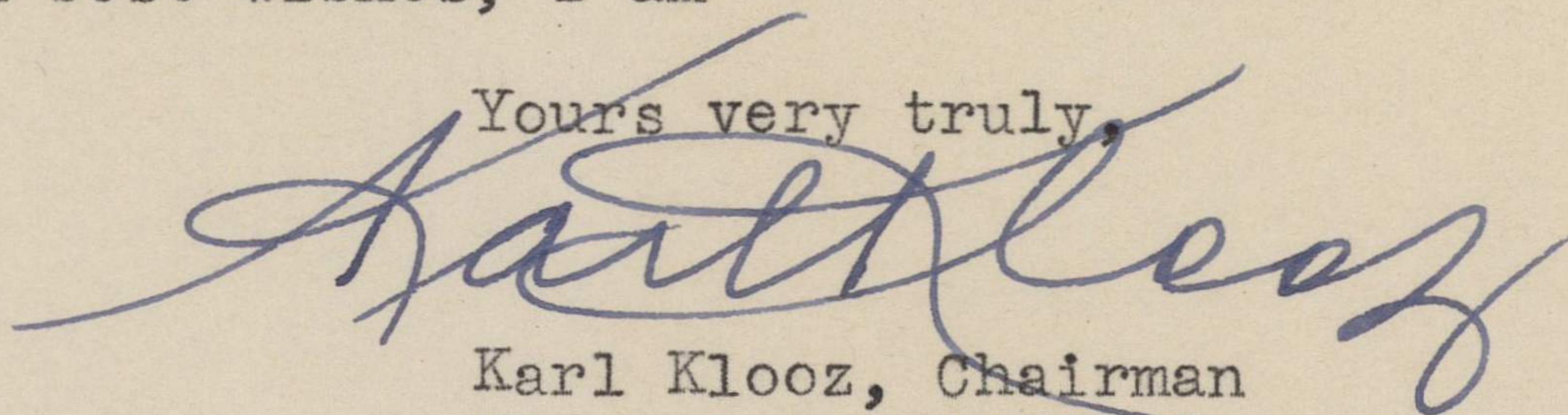
The Richard S. Wyler & Company have just completed the annual audit of the University of Kansas Physical Education Corporation accounts and have sent their report, together with some recommended changes in the handling of travel expense accounts.

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

Yours very truly,



Karl Klooz, Chairman
Finance Committee
University of Kansas
Physical Education Corporation

KK:JMT