

**DEPOSITED WITH THE CASHIER
OF
THE UNIVERSITY OF KANSAS**

By Physical Education Dept.

Currency

Gold

Silver

Checks (List each check or draft separately)

(Maintenance)
5.67 T. Hay

3685

TOTAL

3685

8/28

1942

Received all the above listed items.

Dorothy Williams

Cashier.



STATE OF KANSAS
BOARD OF ADMINISTRATION
AND BOARD OF REGENTS

FORM No. 49

UNIVERSITY OF KANSAS
OFFICIAL RECEIPT

No 21604

Lawrence, Kansas,

8/28

1942

Received from

Physical Education Dept.

Thirty-six and 85/100

DOLLARS

in payment for

5.67 Irons Hay

\$ 36 ⁸⁵/₁₀₀

Dorothy Williams

Head of Department, Cashier or Steward.

ORIGINAL

DEPOSITED WITH THE CASHIER

OF

THE UNIVERSITY OF KANSAS

By Physical Educ Dept.

Currency

Gold

Silver

Checks (List each check or draft separately)

*Sale Scrap
Rubber 57.80*

1480

TOTAL

Received all the above listed items.

7/10 194*2*

Jessie K. Robertson

Cashier.



STATE OF KANSAS
BOARD OF ADMINISTRATION
AND BOARD OF REGENTS

FORM No. 49

UNIVERSITY OF KANSAS
OFFICIAL RECEIPT

No 20576

Lawrence, Kansas,

7/16 1942

Received from

Physical Edm

DOLLARS

in payment for

Fourteen & 80/100
Deposits

\$

14 ~~80~~

Leslie Robertson
Head of Department, Cashier or Steward.

ORIGINAL

DEPOSITED WITH THE CASHIER
OF
THE UNIVERSITY OF KANSAS

By Sup. Education Main Dept.

Currency

Gold

Silver

Checks (List each check or draft separately)

T.C.# 8127

155

TOTAL

194.2

Received all the above listed items.

Lester J. Robertson
Cashier.



DEPOSITED WITH THE CASHIER

OF

THE UNIVERSITY OF KANSAS

By Physical Education Dept.

Currency

Gold

Silver

Checks (List each check or draft separately)

Towel fees for
C.A.A.

40 @ 2.25

9000

TOTAL

9000

June 22, 1943

Received all the above listed items.

Dorothy Williams

Cashier.



STATE OF KANSAS
BOARD OF ADMINISTRATION
AND BOARD OF REGENTS

FORM No. 49

UNIVERSITY OF KANSAS
OFFICIAL RECEIPT

No 3093

Lawrence, Kansas,

June 22, 19 43

Received from

Physical Education

Thirty + $\frac{00}{100}$

DOLLARS

ORIGINAL

in payment for

40 towel fees for C.A.A @ 2.25

\$ 90⁰⁰

Dorothy E. Williams
Head of Department, Cashier or Steward.



DEPOSITED WITH THE CASHIER

OF

THE UNIVERSITY OF KANSAS

By Physical Education Dept.

Currency

Gold

Silver

Checks (List each check or draft separately)

C.A.A. Inances

Fee

40 @ \$2.25

9000

TOTAL

9000

April 27,

1943

Received all the above listed items.

Dorothy Williams

Cashier.



STATE OF KANSAS
BOARD OF ADMINISTRATION
AND BOARD OF REGENTS

FORM No. 49

UNIVERSITY OF KANSAS
OFFICIAL RECEIPT

No 2501

Lawrence, Kansas,

April 27, 1943

Received from

Physical Education

Ninety + ⁰⁰/₁₀₀

DOLLARS

in payment for

Phyp-Ed. maintenance

fee - 40 @ 2.25 for C.A.A. trainees
written up as student receipts

\$ 90⁰⁰/₁₀₀

Dorothy Williams

Head of Department, Cashier or Steward.



DEPOSITED WITH THE CASHIER

OF

THE UNIVERSITY OF KANSAS

By Physical Education Dept.

Currency

Gold

Silver

Checks (List each check or draft separately)

Deposit Chk:
from C.A.A.
for towels

9000

TOTAL

9000

May 26, 1943

Received all the above listed items.

Dorothy Williams

Cashier.



STATE OF KANSAS
BOARD OF ADMINISTRATION
AND BOARD OF REGENTS

FORM No. 49

UNIVERSITY OF KANSAS
OFFICIAL RECEIPT

No 3065

Lawrence, Kansas,

May 26, 1943

Received from

Physical Education

Ninety & $\frac{00}{100}$

DOLLARS

ORIGINAL

in payment for

C.A.A. Check for books

\$ 90⁰⁰

Dorothy Williams
Head of Department, Cashier or Steward.



DEPOSITED WITH THE CASHIER

OF

THE UNIVERSITY OF KANSAS

By

Physical Education Dept.

Currency

Gold

Silver

Checks (List each check or draft separately)

#599

Education

350

TOTAL

April 7 194*3*

Received all the above listed items

Robert C. ...
Cashier



DEPOSITED WITH THE CASHIER

OF

THE UNIVERSITY OF KANSAS

By Physical Education Dept.

Currency

Gold

Silver

Checks (List each check or draft separately)

Deposit

4200

TOTAL

4200

Feb. 6, 194

Received all the above listed items.

Dorothy Williams

Ca



STATE OF KANSAS
BOARD OF ADMINISTRATION
AND BOARD OF REGENTS

FORM No. 49

UNIVERSITY OF KANSAS
OFFICIAL RECEIPT

No 24939

Lawrence, Kansas, February 6, 19 43

Received from Physical Education Dept.

Forty-two and $\frac{00}{100}$ DOLLARS

in payment for Deposit - chck. from Gayle Mott for hay

\$ 42⁰⁰

Dorothy Williams
Head of Department, Cashier or Steward.

ORIGINAL

August 5, 1943.

Mr. Karl Klooz,
Bursar,
University of Kansas.

Dear Karl:

I went down to George Wetzel's office to get this application blank for 24 pairs of shoes. Since you are the director of athletics I think it would be well if you would sign this and explain that these 24 pairs of shoes are for individual members of the varsity basketball team of the University of Kansas. These shoes, of course, will not be sold to students, but are the property of the corporation.

If there is any question regarding the filling out this questionnaire if you will call George Wetzel he can give you the data. However, I think it is perfectly simple. This is to be sent to the office of Price Administration, York Rite Building, Wichita, Kansas. Then when they return it to you it will be sent to Taft Talbot, salesman for the R. S. Elliott Arms Company, 1508 Grand Avenue, Kansas City, Mo.

Thank you for your cooperation.

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH

April 12, 1943.

Mr. Karl Klooz, Bursar,
University of Kansas.

Dear Karl:

I am writing you regarding your circular letter of March 22nd which is addressed "To The Head of Department Addressed". I had overlooked the one sentence where you have asked for a reply even though we had no needs.

As I told you over the phone, I studied this carefully and then wrote a note to Henry Shenk and appended it to this letter. Henry Shenk stated, "I have no suggestions".

Since we had not ordered anything except pool equipment last fall that required a priority I did not see any need, as I viewed it. You will remember that we endeavored to order a pump for the pool and failed to get priority when Mr. Bayles decided to rebuild the pump. We did ask and receive a priority on the swimming pool cleaner. So I apologize for my lack of knowledge in this respect.

I would like to fill out a priority blank for chlorine for the future. If it cannot apply to these three months I would like to have you forward a blank that we can fill out for priority beginning July 1st.

Captain Buhl has asked and received permission for his Machinists' Mates to take their swimming tests on Mondays and Thursdays. So it will be possible for us to get a priority on account of service use. The new Navy contingent that is coming in for Engineering is also required to take this test.

Very sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH

Henry - Pls return with 11.50 am now
suggestions.
This just came into my office -
I am submitting it to you for your
inspection - asking help & suggestions
to our shavers - also the
shaver in our dressing room - what can you think of? all details
Jca

I have no suggestions.

Henry S.

THE UNIVERSITY OF KANSAS

Lawrence

BUSINESS OFFICE

Karl Klooz, Bursar

March 22, 1943

TO THE HEAD OF DEPARTMENT ADDRESSED:

I am enclosing herewith leaflet from the War Production Board giving instructions for preparing and submitting application Form PD-408 under the Governmental Requirements Plan (Federal, State and Local) for priority assistance on your estimated equipment and maintenance, repair and operating supply requirements for a three months' period, April 1, 1943 to June 30, 1943.

It is requested that you prepare lists on blank paper, giving your department or on letterheads, for your requirements as indicated above, making separate lists for Section A and Section B. On the "Section A" list, be sure and attach to it a separate sheet giving the "Supporting Information", answering all six questions. Do not be too brief in this, but give all essential information. Also in listing your needs, please arrange them in the order as shown in "Appendix".

On your "Section B" list, be sure and arrange your needs in the same order as given in "Appendix II".

In preparing both of these lists, please give complete description with unit prices and the total cost.

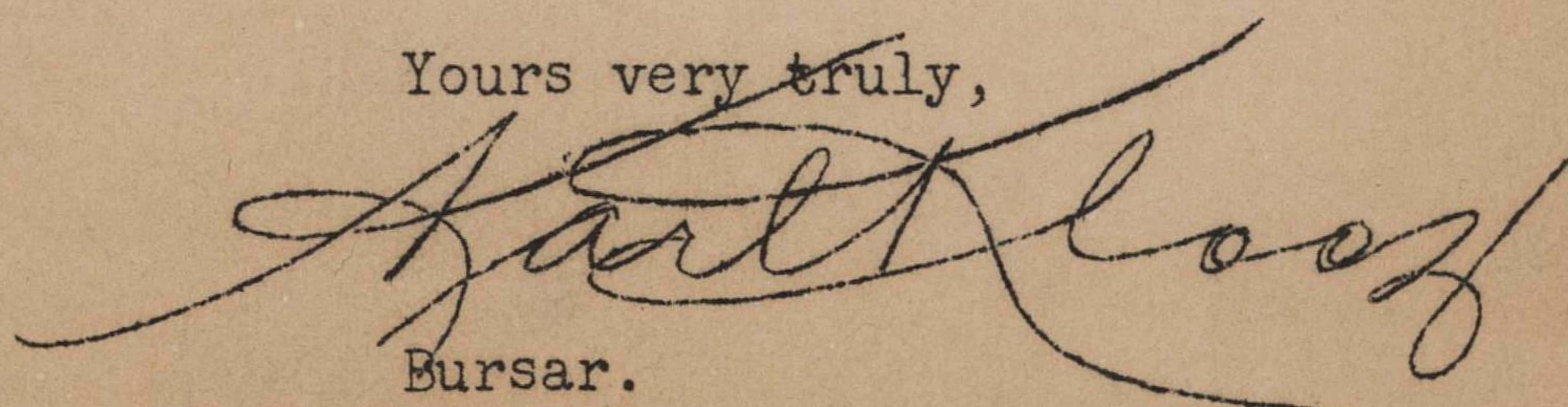
It is requested that you prepare your lists so they will reach this office not later than Monday noon, March 29, 1943, when they will be combined with lists from other departments. If you have no needs, please advise this office.

It is suggested you keep in mind that in the latter part of June, lists will again have to be presented and this leaflet should be placed in your files.

We believe when this plan is once started the University can more easily make purchases that need priorities.

Thanking you for your cooperation in this matter, I am

Yours very truly,

A handwritten signature in cursive script, appearing to read 'Karl Klooz', written in dark ink.

Bursar.

KK:JMT
Enc.

UNITED STATES OF AMERICA
WAR PRODUCTION BOARD

INSTRUCTIONS FOR PREPARING AND SUBMITTING APPLICATION FORM PD-408 UNDER
THE GOVERNMENTAL REQUIREMENTS PLAN (FEDERAL, STATE, AND LOCAL)
(AS REVISED 2-20-43)

THE PLAN (GRP)

The Governmental Requirements Plan provides governmental units (Federal, State, Local) with an application form for priority assistance on their estimated equipment, maintenance, repair, and operating supply requirements for a three months' period.

The application consists of Sections A and B.

Governmental units using this form may not use Form PD-1A. Construction projects will continue to be submitted on Form PD-200. Governmental production units operating under PRP will continue to do so.

How To APPLY

Prepare five (5) copies of Form PD-408 and retain one copy. Sign original and one copy. Forms must be submitted to the Governmental Division, War Production Board by March 1, 1943.

SECTION A: GENERAL

Applicant must enter on Section A all equipment, and operating supplies costing more than \$100 per unit except that rolled or milled products and raw materials in any amount must be shown on Section B-2. A separate Section A form (five copies) must be submitted for requirements falling within each division as indicated on Appendix Number 1, "List of WPB Divisions for Use in Preparing Section A, Form PD-408". Description of all items must be complete as to type, model, and size. Items rationed by OPA should not be shown. If a special form is required by WPB order such special form should be prepared and submitted with Section A.

SECTION A: SUPPORTING INFORMATION

A statement on attached sheets giving the following detailed information must support and justify each item shown on Section A:

- (1) Use and essentiality of the item of equipment to the Governmental unit.
- (2) Essential civilian or war activity of the Governmental unit requiring the item.

(3) Quantity of work to be done or size of activity.

(4) Items or equipment of the same type on hand and the extent of its use (hours used per week).

(5) Efforts made to rent or procure used equipment or to transfer equipment from other facilities.

(6) Any other special or pertinent information.

SECTION B: OPERATING SUPPLIES, MAINTENANCE AND REPAIR PARTS, AND MATERIALS

Section B is designed to cover (a) operating supplies costing \$100 or less per unit, (b) all maintenance and repair parts, and (c) all rolled or milled materials and raw materials. Requirements for which adequate rating is automatically assigned by existing WPB orders (such as P-46) should not be shown.

Operating supplies should be grouped according to Appendix Number 2, "List of Classes of Operating Supplies for Use in Preparing Section B-1, PD-408". Classes of items not appearing on this list may be added as needed. Maintenance and repair parts should be shown by dollar value for each type of equipment or machinery.

Rolled or milled products and raw materials, in any amount, must be shown on Section B-2 and should be described sufficiently, as to size, shape, and composition to identify the material.

Any substantial increase of requirements over previous quarterly expenditures should be explained on an attached sheet.

SUPPLEMENTAL APPLICATIONS

Requirements that cannot be anticipated and submitted on the regular quarterly application may be submitted on a supplemental Section A or Section B form, whichever is appropriate. Every effort should be made to anticipate all requirements and submit them on the regular quarterly application. Such applications should be marked "Supplemental" on the top margin of the form.

EMERGENCY REQUIREMENTS

In the event that a bona-fide emergency repair need arises such as a breakdown or imminent breakdown and priority ratings issued on regular quarterly applications are not adequate, assistance can be obtained for repair parts and materials in the following manner: If the cost of repair parts or materials is under \$500, telephone or wire nearest WPB field office giving complete details (description of item, cost, supplier, rating desired and statement establishing emergency); if amount is \$500 or over, write, wire or telephone complete details to Governmental Division, War Production Board, Washington, D. C.

APPEALS

If ratings issued or quantities approved are inadequate, reconsideration may be applied for by submitting a new form PD-408, either Section A or B, setting forth the particular items involved, the basis of appeal and the serial number of the application on which appeal is made.

EXTENSION OF RATINGS

Priority ratings issued on Form PD-408 will be extended by applicant in accordance with Priorities Regulation Number 3 and by placing the following endorsement on the contract, purchase order or requisition:

The undersigned purchaser hereby represents to the seller and to the War Production Board, that he is entitled to apply or extend the preference ratings indicated opposite the items shown on this purchase order, and that such application or extension is in accordance with Priorities Regulation No. 3, as Amended, with the terms of which the undersigned is familiar.

Date

Name of purchaser

Address

By _____
(Signature and title of duly authorized officer)

UNITED STATES OF AMERICA

WAR PRODUCTION BOARD

APPENDIX 1 OF INSTRUCTIONS

LIST OF W. P. B. DIVISIONS FOR USE IN PREPARING SECTION A, FORM PD-408

Aircraft:

Radio
Radar

Automotive:

All internal combustion engines
Automotive repair shop equipment
Industrial combustion engines

Chemical:

Machinery; packing house machinery,
plastic, drug, chemical and phar-
maceutical

Consumers' durable goods:

Electric clocks
Kitchen and galley equipment
Mortician goods
Power lawn mowers
Motion picture equipment
Photographic equipment
Sewing machines, domestic
Vacuum cleaners
Coin operative machines
Domestic mechanical refrigeration
Domestic ice refrigeration
Wood, metal and upholstered furni-
ture

Construction machinery:

Track-laying tractors
Construction equipment
Excavating and grading machinery

Communications:

Telegraph and cable
Telephone

Containers:

Container making machinery

Farm machinery:

Harvesting and marketing equipment
Tractors and farm engines
Tillage, planting and seeding equip-
ment
Dairy, poultry and miscellaneous
equipment

General industrial equipment:

Elevators
Conveyors
Electroplating and anodizing equip-
ment
Mechanical power-transmission
equipment
Industrial trucks
Pumps
Fans and blowers
Electric motors
Industrial instruments; controlling,
indicating and recording (except
electric measuring, gauges)
Welding equipment
Miscellaneous general industrial
equipment
Miscellaneous special industrial ma-
chinery
Turbo blowers
Heat exchangers
Compressors
Electric motor controls
Safety switches
Wood-working and ceramics machin-
ery
Food-processing machinery
Air-conditioning machinery
Commercial refrigerators and display
cases
Air-conditioning and refrigeration ac-
cessories
Commercial and industrial refrigera-
tion machinery
Scientific and technical:
Surgical equipment, instruments; en-
gineering, laboratory and scientific
Optical equipment
Medical, dental and orthopaedic
equipment
X-ray equipment
Safety and technical equipment
Fire extinguishing equipment
Lumber and lumber products:
Mobile housing
Prefabricated buildings and parts

Pulp and paper:

Pulp and paper machinery

Plumbing and heating:

Heating equipment
Liquefied petroleum gas equipment
Plumbing equipment (except valves,
faucets, fittings, etc., as outlined on
the Fabricated Items List)

Printing and publishing:

Printing and publishing machinery

Petroleum bureau:

Petroleum production machinery

Rubber and rubber products:

Rubber working machinery
Arrosion resistant equipment
Tire retreading and recapping ma-
chinery
Industrial belting and chemical hose
Industrial hose

Mining equipment:

Services:

Office machinery
Service machinery
Scales and balances (except labora-
tory)

Textiles, clothing, leather goods:

Textile, shoe and leather machinery
Industrial sewing machines

Tools:

Cranes and presses
Precision instruments and gauges
Forging hammers and presses
Foundry equipment
Cranes and hoists
Rolling mill machinery
Heat treating equipment
Machine tools
Chains

Transportation equipment:

Bus, railway and street car equipment
Maintenance supply equipment
Motive power equipment
Rolling stock equipment

WAR PRODUCTION BOARD

APPENDIX 2 OF INSTRUCTIONS

LIST OF CLASSES OF OPERATING SUPPLIES FOR USE IN PREPARING SECTION B-1 PD-408

(Individual items of operating supplies should be grouped according to the classes indicated. Classes not appearing on the list may be added as needed)

| | | |
|---|--|--|
| <p>Abrasive Products, such as wheels, stones, paper cloths and related products (except industrial diamonds).</p> <p>Batteries (dry cell and storage, except flashlight batteries).</p> <p>Bolts, Nuts, Rivets, Washers, Screws and Cotter Pins, etc.</p> <p>Boxes and Crates, Nailed and Wire Bound.</p> <p>Metal Cans, Containers, Drums, Barrels, Pails.</p> <p>Cooperage, slack and tight.</p> <p>Cork Products, gaskets, washers, etc., including lagging, pipe covering, gaskets and washers, daubers, textile cots.</p> <p>Cutlery as defined in WPB Order L-140 such as knives, forks etc.; food processing cleavers, knives, etc. for preparation of food; knives, forks, etc. for serving food.</p> <p>Dental Instruments and Supplies.</p> <p>Medical Instruments and Supplies.</p> <p>Tools, edge, such as: axes, hammers, hatchets; chisels and other woodworking tools; machine knives, except metal cutting; manually and power operated woodcutting saws.</p> <p>Tools, hand—except mechanics' hand service tools, such as: Forks, hoes, rakes,</p> | <p>and farm hand tools; blacksmith anvil tools and other heavy forged hand tools; shovels, spades, and scoops; wheelbarrows; and forges.</p> <p>Tools, mechanics' hand service, such as: metalworking chisels; metal cutting snips and shears; pliers, screw drivers, and wrenches; bolt cutters and screw extractors; and industrial tool boxes.</p> <p>Files and rasps.</p> <p>Flashlight Cases, metal, electric lanterns, lantern frames.</p> <p>Engineering and drafting supplies, drawing pens, plumb bobs, etc.</p> <p>Electrical Supplies, Fuses, Light Sockets, Wall Switches, etc.</p> <p>Incandescent and fluorescent tubes.</p> <p>Office Supplies.</p> <p>Hardware, Builders, such as Door locks, trim and keys; cabinet locks, hardware and hinges; sash pulleys and balances; spring hinges and lavatory hardware; and miscellaneous shelf, screen, and window hardware.</p> <p>Hardware, transportation equipment, such as: Marine hardware including hinges, locks, cleats, pulleys, and turnbacks for use in ships; vehicle hard-</p> | <p>ware, railroad hardware, except track accessories.</p> <p>Hardware, except builders and transportation equipment, such as saddle and luggage hardware; furniture and refrigerator hardware; mail receivers and boxes.</p> <p>Protective Coatings, Paints, Varnishes, Shellacs, etc.</p> <p>Rubber Products (except tires, tubes, hip boots, and heavy industrial footwear).</p> <p>Identification Tags, Metal Plates, Badges, Emblems.</p> <p>Safety Equipment, masks, machine guards, industrial goggles, helmets.</p> <p>Silverware and Plated Ware, except Plated Ware as defined in WPB Order L-140.</p> <p>Welding Rods, Electrodes, Etc.</p> <p>Leather Products, belting, packing, gasket and other items for machine use.</p> <p>Faucets, fitting and plumbers specialties.</p> <p>Communications equipment and accessories.</p> <p>Photographic equipment and accessories.</p> |
|---|--|--|

February 11, 1943.

Mr. Karl Klooz,
Chairman, Finance Committee,
Athletic Association.

Dear Karl:

Our physical conditioning classes have rendered our gymnasium and Hoch Auditorium impossible to use for basketball practice until 5:30 in the afternoon on Monday, Wednesday and Friday. In addition to this fact, on Tuesday and Thursday many of our basketball players are taking Anatomy dissection. This class runs from 1:30 to 5:30 two days a week. Therefore, only on Saturday afternoon do we have an opportunity to practice.

I have checked up with the restaurant and find that our \$200.00 allowance will be used up in the next five days. That will be Wednesday, Thursday and Friday of this week. Then we get back from Lincoln and Ames and will have the 16th here before we go to Stillwater on the 17th of February. We return the 18th for our meal. That will use up our allowance.

I find that we will have the 19th, 22nd, 24th, 25th, 28th, March 1st and March 5th as days on which it will be necessary for us to purchase meals or have the boys practice either after supper, which is a bad time, or have them to purchase their own meals. This would make seven days on an estimated expenditure of between \$60 and \$70.

Mr. Earl Falkenstien tells me that there will be an Athletic Board meeting on February 23rd, the night of the Nebraska game. Therefore, I am writing you to ask if you will present this matter to the Board and see if it would be possible to increase the appropriation a maximum of \$70.00, as these meals run about \$10.00 an evening for the entire squad. Of course we will not use any more than we possibly have to, but since the basketball income has been fairly ample for a war season I assure you I would appreciate it if the Finance Committee can see fit to feed the boys these remaining days.

We have had a very difficult time with practice, illness, and so forth, and this action on the part of the Athletic Board, I am sure, will be greatly appreciated if you can see fit to vote the necessary funds. I am writing this early so that you can see I am keenly aware of the fact that we want to keep our expenditures below the authorized amount.

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH

February 5, 1943.

Mr. Karl Klooz,
Bursar,
University of Kansas.

Dear Mr. Klooz:

I am enclosing a check for \$42.00 from Mr. Gayle Mott, which he paid this department for hay from the Spencer tract which we leased. Will you kindly credit this amount to the Department of Physical Education?

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

DEPOSITED WITH THE CASHIER

OF

THE UNIVERSITY OF KANSAS

By Physical Ed. #2 Maint Dept.

Currency

Gold

Silver

Checks (List each check or draft separately)

Transfer chck.

452

175

TOTAL

175

Oct. 19

1942

Received all the above listed items.

Dorothy Williams

Cashier.



September 21, 1942.

Mr. Saver Owen,
Business Office.

Dear Mr. Owen:

Will you kindly correct the fee charges for Miss Shirley Jean Rhodes, a major in the department of Physical Education, as follows:

67. No fee (no towels used)
31W. \$3.75
33W. No fee (duplication)

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.