

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.

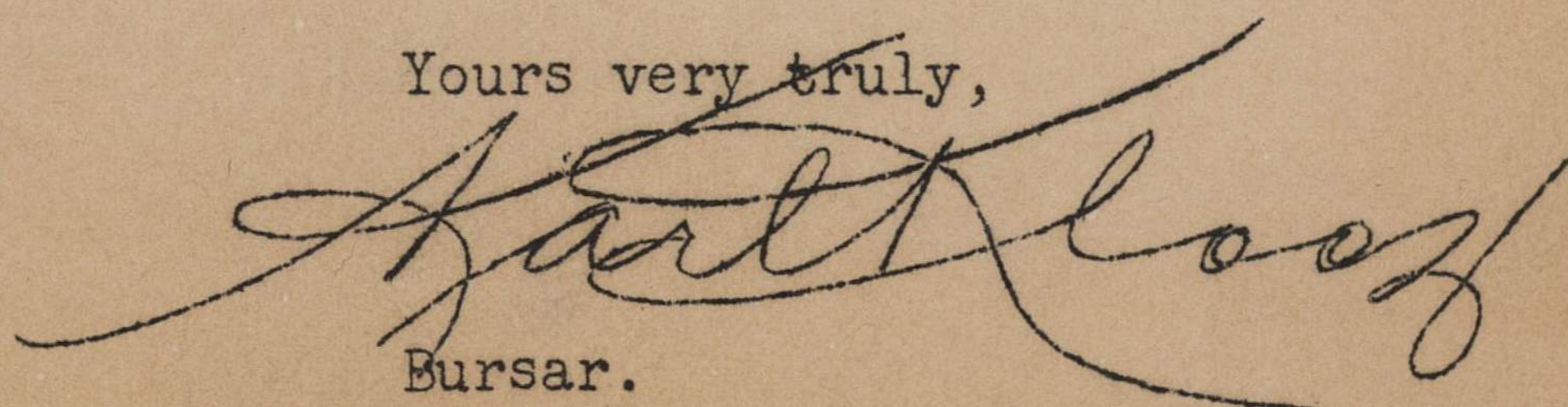
It is requested that you prepare your lists so they will reach this office not later than Monday noon, March 29, 1943, when they will be combined with lists from other departments. If you have no needs, please advise this office.

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. The signature is fluid and somewhat stylized, with a large loop at the end.

Bursar.

KK:JMT
Enc.