

THE UNIVERSITY OF KANSAS
Lawrence

June 18th, 1941

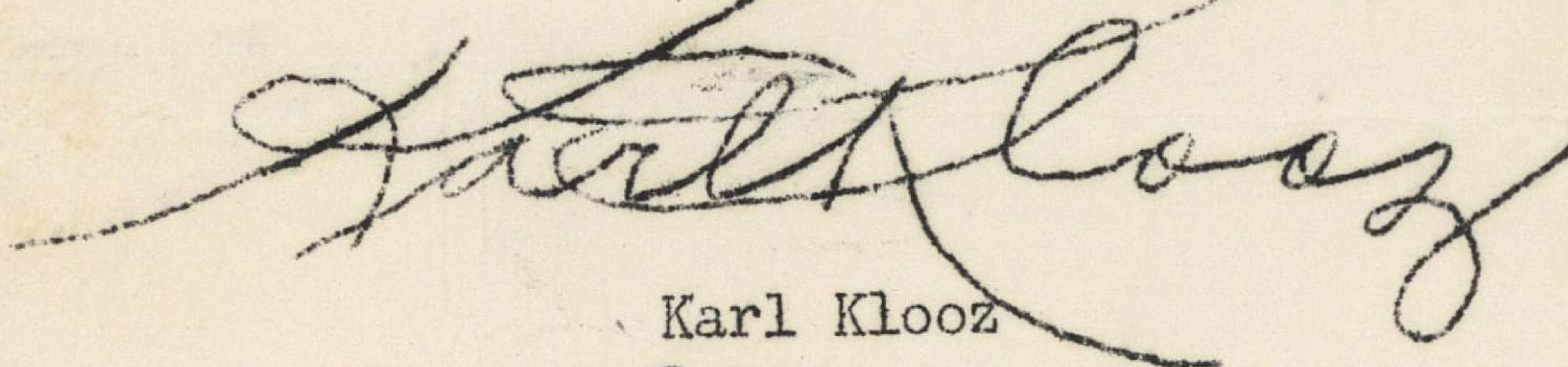
TO THE DEPARTMENT HEAD ADDRESSED:

For this month only (June) you are requested to turn in the time of your department for the irregular payroll on the evening of June 30th or the morning of July 1st, rather than the 20th of June. This is made necessary because this is the last month of the fiscal year and all accounts dated prior to July 1st should be paid in the June business.

Please be advised that all travel expense vouchers for the last half of June must be presented to this office for payment on or before July 7th; also, all other accounts should be presented by the above date so that all obligations incurred before July 1st may be paid in this fiscal year's business or there will be difficulty in getting them paid.

Thanking you for your cooperation in these matters,
I am

Yours very truly,

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

Karl Klooz
Bursar

KK:JIT