

REQUISITION FOR PRINTING

No.

(Leave blank)

Date June 14, 1939.

To the Business Office:

Please procure for the use of the Physical Education Department the job
(Department, Committee or Administration Office)

listed below, the number called for being the estimated requirements for the fiscal year ending June 30, 1939...

Copy is attached. Date wanted September 1, 1939

250

(Number of copies)

Health History cards

(Designation of job)

(See copy attached) 8½" by 11" cards, weight of card attached; put

(DESCRIPTION—Ink, stock, make-up, binding, numbering, etc.)

lines on back of card.

Last order _____

(Signature)

Ordered—date:		Allowed—will ship	Received	Cost
State Printer	Journalism Press	DATE		

Health History

Oreod Training School

Dept. of Physical Education

Name (last)	First	Address.		
Grade	9	10	11	12
Year				
Age				
Date of Inspection				
Vision R				
L.				
Hearing R				
L.				
Throat				
Nose				
Teeth				
Glands				
Chest				
Heart				
Feet R				
L.				
Posture				
Height Sept				
Jan.				
Weight Sept				
Jan.				

Comments

September 26, 1939.

Mr. Karl Klooz,
Bursar,
University of Kansas.

Dear Mr. Klooz:

I am enclosing an emergency order for one Replacement Compensator for our chlorinator. We now have a temporary arrangement by which the chlorine is distributed in the swimming pool, but it is dangerous to continue to depend on this.

I shall appreciate your approval of this order for the Compensator so that our chlorinator may operate under normal conditions in a very short time.

Sincerely yours,

Director of Physical Education and Recreation,
Varsity Basketball Coach.

October 24, 1939.

Mr. Karl Klooz,
Bursar,
University of Kansas.

Dear Mr. Klooz:

I am enclosing an emergency order for twenty sacks of lime which we would like to have delivered tomorrow. I trust the order may have your early attention.

Sincerely yours,

Director of Physical Education and Recreation,
Varsity Basketball Coach.

DEPOSITED WITH THE CASHIER
OF
THE UNIVERSITY OF KANSAS

By Physical Education Dept.

Currency

Gold

Silver

Checks (List each check or draft separately)

635

TOTAL

635

December 9 1937

Received all the above listed items.

Algera Cantwell
Cashier.

STATE OF KANSAS
BOARD OF ADMINISTRATION
AND BOARD OF REGENTS

Form No. 49

UNIVERSITY OF KANSAS
OFFICIAL RECEIPT

Nº 2541

Lawrence, Kansas,

December 9 19 39

Received from

Physical Education

Exp and

35
100

DOLLARS

in payment for

Deposit

\$

6 35

Business Office

Head of Department, Cashier or Steward.

Algera Cantwell

ORIGINAL

DEPOSITED WITH THE CASHIER OF THE UNIVERSITY OF KANSAS

By Physical Education Dept.

Currency

Gold

Silver

Checks (List each check or draft separately)

Burdett, Rural
High School

100

TOTAL

100

January 3rd 19340

Received all the above listed items.

Alfred Carlisle

Cashier.

STATE OF KANSAS
BOARD OF ADMINISTRATION
AND BOARD OF REGENTS

FORM No. 49

UNIVERSITY OF KANSAS
OFFICIAL RECEIPT

No 1673

Lawrence, Kansas,

1940

Received from

Physical Education

One and

$\frac{20}{100}$

DOLLARS

in payment for

Report

\$

1.00

Business Office

Head of Department, Cashier or Steward.

Algon

Cantwell

DEPOSITED WITH THE CASHIER

OF

THE UNIVERSITY OF KANSAS

By Physical Education Dept.

Currency.....

Gold.....

Silver.....

Checks (List each check or draft separately)

8229 Sch. of Education

756

TOTAL.....

756

Apr. 21 1939

Received all the above listed items.

Harry J. Craig
Cashier.

February 7, 1940.

Mr. Karl Klooz,
Bursar,
University of Kansas.

Dear Mr. Klooz:

I wish to present for your consideration a change in the fees now charged for Physical Education courses #67 and #68.

Students are now charged a fee of \$1.50 in these two courses. Some of the students enrolled in these courses are also enrolled simultaneously in 31-32-33-or 34W, and they pay a fee of \$2.25 plus \$1.00 deposit for this course.

Since there are no materials used in courses #67 and #68 to warrant charging them \$1.50, in addition to the \$2.25, it seems reasonable to us that students enrolled in 67 or 68 at the same time they are enrolled in one of the 30-series (31-32-33-34W), they should pay only the \$2.25 travel and locker fee. If students are enrolled in 67 or 68 without being also enrolled in one of the 30-series courses, or vice versa, we feel that the fee should be the same, \$2.25 plus deposit.

I suggest that this readjustment be effective with the beginning of the present semester if it meets with your approval.

Very sincerely yours,

Director of Physical Education and Recreation,
Varsity Basketball Coach.

THE UNIVERSITY OF KANSAS

LAWRENCE

BUSINESS OFFICE

KARL KLOOZ, BURSAR

February 17th,

1

9

4

0

Dr. Forrest C. Allen
Department of Physical Education
University of Kansas

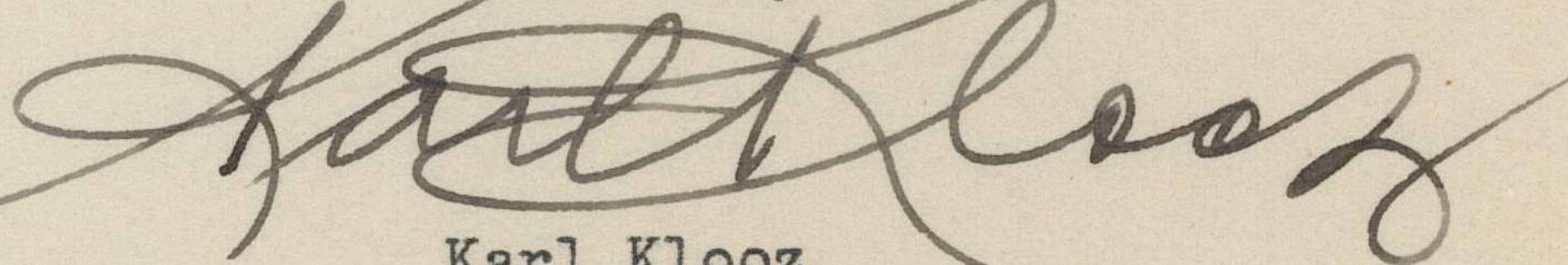
My dear Dr. Allen:

This will acknowledge receipt of your letter of the 7th concerning the change of exercise fees.

In reply I wish to say that I have referred this letter to the Budget Committee as it is necessary that all changes of departmental or laboratory fees be referred to that committee and approved by the Board of Regents before they can be put into effect. Therefore, it looks as if it will be impossible to put the change of exercise fees into effect this semester.

Hoping that you will find this satisfactory, I am

Yours very truly,



Karl Klooz
Bursar

KK:JMT

DEPOSITED WITH THE CASHIER
OF
THE UNIVERSITY OF KANSAS

By Physical Education Dept.

Currency

Gold

Silver

Checks (List each check or draft separately)

State warrant # 530

2800

TOTAL

2800

October 24 1939

Received all the above listed items.

Alfred Cantor
Cashier.

STATE OF KANSAS
BOARD OF ADMINISTRATION
AND BOARD OF REGENTS

FORM No. 49

UNIVERSITY OF KANSAS
OFFICIAL RECEIPT

N^o 1442

Lawrence, Kansas,

19

Received from

in payment for

DOLLARS

\$

Head of Department, Cashier or Steward.

17-5453

9-38—25M Sets

ORIGINAL

DEPOSITED WITH THE CASHIER

OF

THE UNIVERSITY OF KANSAS

By Physical Education Dept.

Currency.....

Gold.....

Silver.....

Checks (List each check or draft separately)

8781

Intercollegiate Athletics

90

TOTAL.....

90

Oct. 27

1939

Received all the above listed items.

Harry J. Craig

Cashier.

DEPOSITED WITH THE CASHIER

OF

THE UNIVERSITY OF KANSAS

By

Physical Education

Dept.

Currency.....

Gold.....

Silver.....

Checks (List each check or draft separately)

#66 Summer Session

2150

TOTAL.....

2150

Sept 5.

1939

Received all the above listed items.

Harry J. Craig

Cashier.

THE UNIVERSITY OF KANSAS
Lawrence

Business Office

KARL KLOOZ, Bursar

June 13, 1940.

TO THE HEAD OF THE DEPARTMENT ADDRESSED:

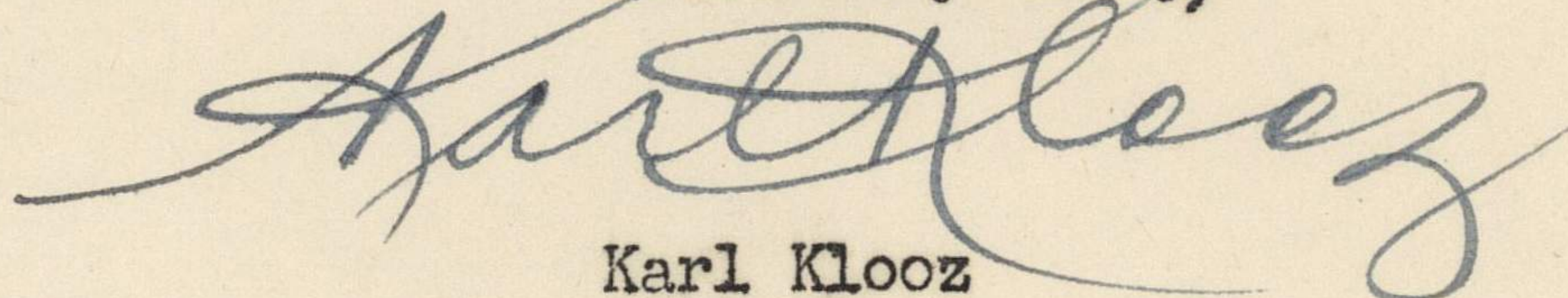
In re: Closing of 1940 Fiscal Year

We are in receipt of a letter from the State Auditor advising that all vouchers and obligations made prior to June 30, 1940, must be submitted to his office on or before July 13, 1940.

In order that we may fulfill this request and avoid the possible necessity of refusing payment of an invoice dated prior to July 1st, it is requested that all invoices be approved and turned in to this office for payment not later than July 6th, and, if at all possible, sooner.

We wish to thank you in advance for your full cooperation in this matter.

Yours very truly,

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

Karl Klooze
Bursar

KK:JMT

June 28, 1940.

Mr. Karl Klooz,
Bursar,
University of Kansas.

Dear Mr. Klooz:

We would greatly appreciate it if the enclosed order No. 11982 could be sent through as an "emergency order" so that we might have the items for use on Monday, July 1.

We are particularly anxious to have the tools by that time so that our people may use them in the making of archery equipment. As you doubtless know, the Department of Buildings and Grounds has a policy of not loaning tools, and for this reason we desire to build up a small tool kit for this department.

We shall appreciate it if you can hurry this order through.

Very sincerely yours,

Director of Physical Education and Recreation,
Varsity Basketball Coach.

July 10, 1940.

Mr. Karl Klooz,
University of Kansas.

Dear Karl:

I am enclosing copies of some correspondence that I have sent to Chancellor Malott, which I believe is self-explanatory.

Sincerely yours,

Director of Physical Education and Recreation,
Varsity Basketball Coach.

DEPOSITED WITH THE CASHIER
OF
THE UNIVERSITY OF KANSAS

By Physical Education Dept.

Currency

Gold

Silver

Checks (List each check or draft separately)

Robert W. Myers

1.00

Robert Benedict

1.25

2.25

TOTAL

February 17 1934

Received all the above listed items.

Alfred Cantwell

Cashier.

STATE OF KANSAS
BOARD OF ADMINISTRATION
AND BOARD OF REGENTS

FORM No. 49

UNIVERSITY OF KANSAS
OFFICIAL RECEIPT

Nº 3948

Lawrence, Kansas,

2-20 1940

Received from

Physical Education

Two and

25
100

DOLLARS

in payment for

Deposit

\$

2 25

Business Officer

Head of Department, Cashier or Steward.

Alma Cantwell