

THE UNIVERSITY OF KANSAS
Lawrence

Business Office

KARL KLOOZ, Bursar

June 13, 1940.

TO THE HEAD OF THE DEPARTMENT ADDRESSED:

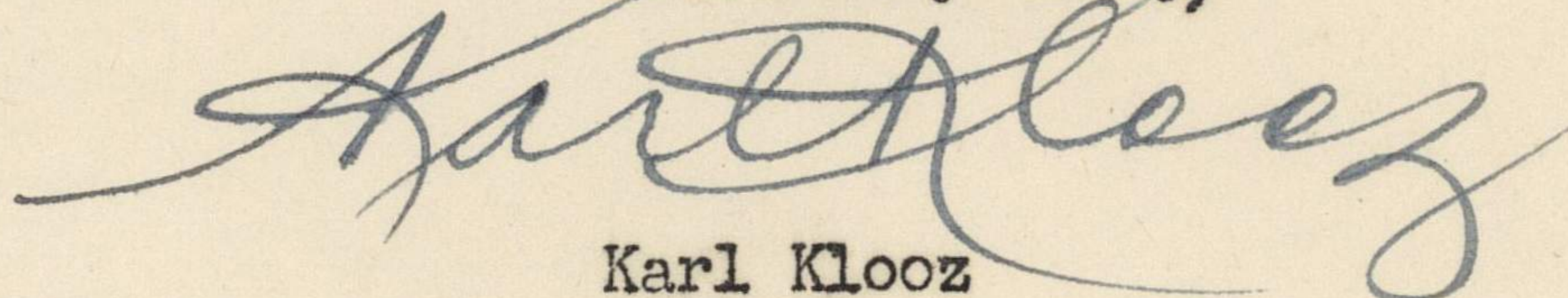
In re: Closing of 1940 Fiscal Year

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 Klooz', written in dark ink.

Karl Klooz
Bursar

KK:JMT