

DEPOSITED WITH THE CASHIER
OF
THE UNIVERSITY OF KANSAS

By Physical Education Dept.

Currency.....

Gold.....

Silver.....

Checks (List each check or draft separately)

3462

Sch. of Education

15 05

TOTAL.....

15 05

June 20, 1938

Received all the above listed items.

Harry J. Craig

Cashier.

J. A. MERMIS,
BUSINESS MANAGER

MARK KROUCH,
ASST. BUSINESS MANAGER

STATE OF KANSAS

WALTER A. HUXMAN,
GOVERNOR

OFFICE OF
STATE BUSINESS MANAGER
STATE HOUSE
TOPEKA

October 10, 1938

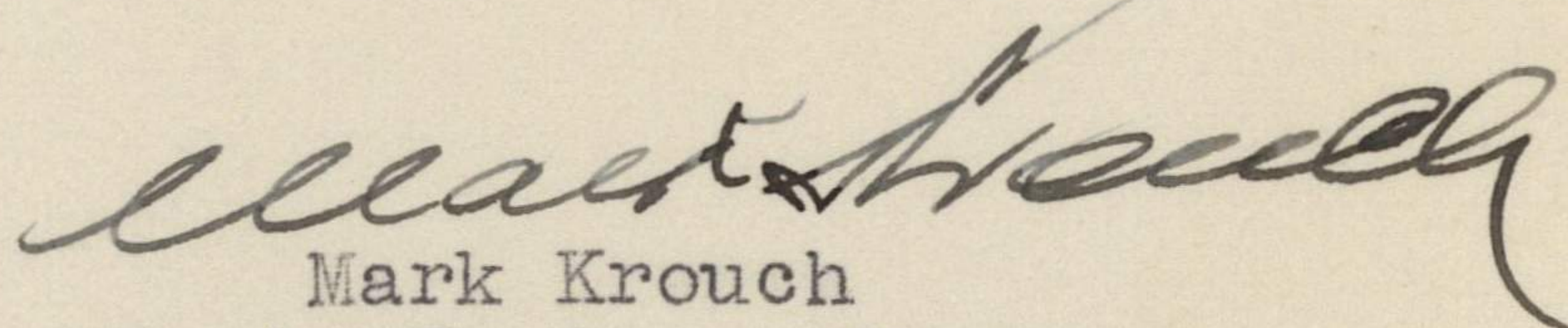
Mr. Forrest C. Allen
Director of Physical Education
University of Kansas
Lawrence, Kansas

Dear Mr. Allen:

The repair of footballs, basketballs, and other athletic equipment as mentioned in your letter of the 8th inst. can be very easily taken care of by sending us a Purchase Request made out to the firm that you select and best equipped to do the work.

The Purchase Request should show the actual cost to the state, and by so doing, more speedy action can be had.

Very truly yours,



Mark Krouch
Asst. Business Manager

MK:G
CC: Karl Klooz

September 27, 1938.

Mr. Charles F. McCreight,
Business Office,
University of Kansas.

Dear Mr. McCreight:

I am writing to request a campus parking license for Mrs. Allen's Oldsmobile which I find necessary to use occasionally. The car is a 1936 Oldsmobile, Kansas license 16-2677.

It is necessary for me to take the children to the high school in the morning and call for them at noon, and according to their schedule and mine we find it convenient to interchange the use of cars at times.

I should greatly appreciate it if I may be granted permission to park the Oldsmobile behind Robinson Gymnasium.

Sincerely yours,

FCA:AH

Director of Physical Education,
Varsity Basketball Coach.

September 20, 1938.

Mr. Karl Klooz, Bursar,
University of Kansas.

Dear Mr. Klooz:

We are experiencing a little difficulty through the new system of buying in getting the quality we desire in equipment we have purchased for class use.

I refer specifically to hockey sticks and softball bats. Our orders were filled promptly, and according to the specifications we gave, but we did not have opportunity to select the sticks and bats as we have done heretofore. Miss Hoover reports that the hockey sticks we ordered for use this fall are far inferior to any that she has used, and she feels it would be anything but economical to use these cheaper sticks. The softball bats which were sent us were purchased at about one-third of what we expected to pay for good bats. These are cheap bats and doubtless will break easily. We, of course, did not have a chance to pick out the bats, as we have done previously.

Of course, on the Purchase Requests we can give only the estimated cost, and naturally the price determines the quality of the material ordered. When cheap material is sent us we cannot expect to use it as long as equipment of a better quality. I shall be glad to talk this over with you some time. You can see that it will work a hardship on the department if our funds are not spent for equipment of a lasting quality.

Very sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH

September 3, 1938.

Mr. Karl Klooz,
Bursar,
University of Kansas.

Dear Mr. Klooz:

I am attaching herewith Purchase Request No. 1208 for one Venetian Blind.

We have one double window in my office, on the west, and the afternoon sun glaring through this window makes it very hot in the small room. The installation of this blind would make the office a much more pleasant place to work. I trust that the purchase request will have your approval.

Very sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

Send to Bus. Ofc. white
+ pink sheets - sign
only pink.

Purchase order vouchers
will be sent to dept.,
also invoice from firm.
ok orig. + return to Bus.
Ofc. - return carbon.

Local Purchases made from
Encumbrance Authorization
(Daily orders) Lumber, etc.

Purchase Reg.

E.A. - Est. for each mo. in advance

Emergency to see
7/6/5

THE UNIVERSITY OF KANSAS
Lawrence

Office of
The Chancellor

July 1, 1938

TO HEADS OF DEPARTMENTS:

Your attention is called to the application of Senate Bill, No. 86, Chapter 71, Special Session 1938, which requires that all purchases shall be charged immediately to the proper appropriation.

Acting under the bill, the State Board is rescinding, as of July 1, the minutes of January 7, 1924, which authorized institutions to make minor purchases not to exceed \$25. This means that hereafter no one will be able to make a purchase of any kind, or for any amount, without advance authorization. In addition, overdraft in maintenance allotments is not to be permitted. In the event of an emergency or unusual situation, however, appeal may be made to the Budget Committee.

The State officials do not intend that the new law hinder the work of the institutions in any way. Accordingly, they have worked out a procedure which is relatively simple and designed to minimize, as far as possible, inconvenience to purchasing officers. Under this procedure, the department head will send to the University Business Office an order for the materials desired, using a new form, the Purchase Request. This Purchase Request, if approved by the Business Office, will be forwarded immediately to the State Business Manager, at Topeka, who will award the contract. In case it seems advantageous to purchase the materials locally, or in case of real emergency, the regulations provide that the Bursar may authorize purchases, subject to confirmation by the Topeka office. In either case, however, the Purchase Request must be submitted to the Bursar.

In order to avoid inconveniences and interruptions of work, departments will find it advisable to anticipate their needs as far in advance as possible. Until the law has been in operation for several months it is expected that minor problems will arise, in which case the departmental purchasing officer should consult with the Bursar. Experience with the law may indicate that modifications in the regulations are advisable or necessary. Your full cooperation during the next few months will be very helpful to the Bursar and the State officials in making these adjustments.

Cordially yours,

E. H. LINDLEY,
Chancellor

Departmental Transfers?

Letter to all members of Dept.

1. Purchase Request to replace present voucher.
2. Departmental Transfers - Same as usual.
3. In state travel expense?

Letter Dear Stockton -
Letter to Dr. O'Brien, Trinity.

Ray R - Thank you	Travel request
Charles W. M. G. -	Incumbent Request
	then ask on trip

THE CHANCELLOR
OFFICE OF

MAY 1, 1898

TRAVELER

THE UNIVERSITY OF KANSAS

DEPOSITED WITH THE CASHIER
OF
THE UNIVERSITY OF KANSAS

By Physical Education Dept.

Currency.....

Gold.....

Silver.....

Checks (List each check or draft separately)

#1421

S.S. Activity

3260

TOTAL..... 3260

Received all the above listed items.

Aug. 12 1938
Harry J. Gray
Cashier.

July 22, 1938.

Mr. Karl Klooz,
Bursar,
University of Kansas.

Dear Mr. Klooz:

In accordance with your request we are asking for
an Encumbrance Authorization of \$20.00 for laundry to
cover accounts with the Lawrence Steam Laundry up to
the first of September, 1938.

Very sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

THE UNIVERSITY OF KANSAS
LAWRENCE

BUSINESS OFFICE

KARL KLOOZ, BURSAR

JUNE
tenth
1938

TO THE DEPARTMENT HEAD ADDRESSED:

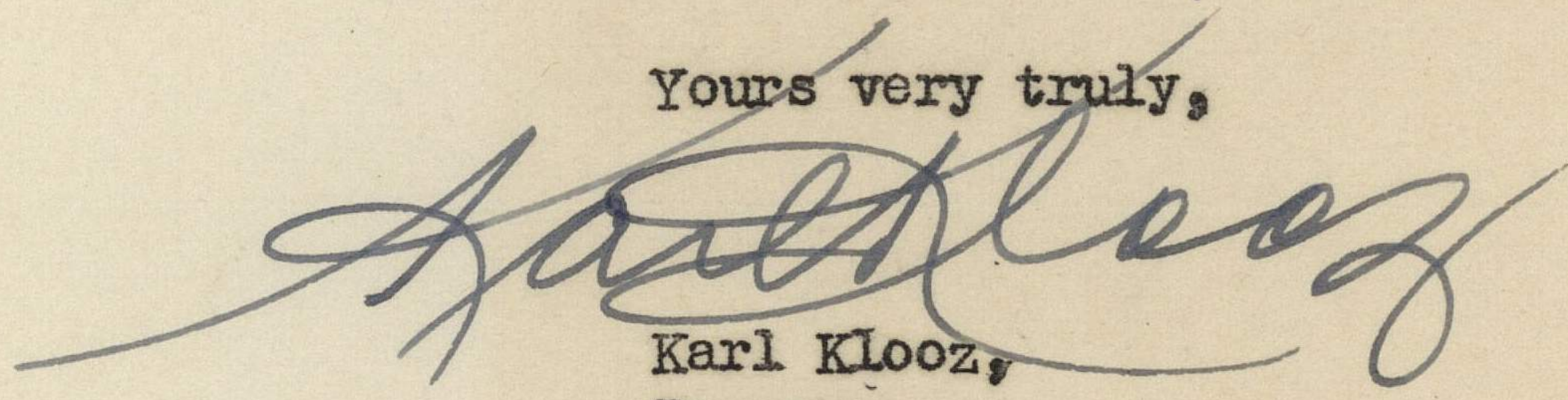
This month being the last month of the fiscal year and it being necessary to pay for all services for June out of this fiscal year's funds, the time for sending in your irregular payroll is being changed from the 21st to the 30th so that the whole month's time can be included in one payroll.

Please send in your irregular time sheets to this office so they will reach our office by the evening of June 30th and not later than noon July 1st, sure.

Please notify your people that the payroll will be ready for signature by the morning of July 2nd and will close the evening of July 6th, and that it is absolutely necessary that they sign at the time designated if they wish their pay, as it will be impossible to pay them later.

Thanking you for your cooperation in this matter,
I am

Yours very truly,



Karl Klooz,
Bursar.

KK:JMT

STATE OF KANSAS
BOARD OF ADMINISTRATION
AND BOARD OF REGENTS

FORM No. 49

UNIVERSITY OF KANSAS
OFFICIAL RECEIPT

Nº 123781

Lawrence, Kansas, *May 20* 19*38*

Received from

Business Office

Requisition Blanks

DOLLARS

in payment for

77451 - 77475

\$

Dr. J. C. Allen by N. Sullivan
Head of Department, Cashier or Steward.

ORIGINAL

STATE OF KANSAS
BOARD OF ADMINISTRATION
AND BOARD OF REGENTS

Form No. 49

UNIVERSITY OF KANSAS
OFFICIAL RECEIPT

Nº 122112

Lawrence, Kansas, 2/11/38 19

Received from Business Office

DOLLARS

in payment for Ref # 74501 - 74525

\$

Physical Edu. Dept.

Head of Department, Cashier or Steward.

Dr. J. C. Allen by N. Sullivan

STATE OF KANSAS
BOARD OF ADMINISTRATION
AND BOARD OF REGENTS

Form No. 49

UNIVERSITY OF KANSAS
OFFICIAL RECEIPT

Nº 120869

Lawrence, Kansas, *December 7* 19*37*

Received from *Business Office*

Requisition Blanks
73176 - 73200

DOLLARS

in payment for

\$

F. C. Allen

Head of Department, Cashier or Steward.

Albert H. Allen

ORIGINAL

STATE OF KANSAS
BOARD OF ADMINISTRATION
AND BOARD OF REGENTS

Form No. 49

UNIVERSITY OF KANSAS
OFFICIAL RECEIPT

Nº 119675

Lawrence, Kansas, 10-7-37 19

Received from Business Office

DOLLARS

in payment for

Ref # 71301- 71325

\$

F. C. Allen

Head of Department, Cashier or Steward.

Alberta Hutton

June 9, 1938.

Mr. J. A. Mernis,
State Business Manager,
Topeka, Kansas.

Dear Mr. Mernis:

The attached bill for services and repair on the chlorinator for the swimming pool in Robinson Gymnasium was an emergency item.

As a safety measure to protect the health of the students using the pool it was urgent that expert repair work be done on the chlorinator at once.

I trust that this account will have your approval.

Sincerely yours,

Director of Physical Education.

This is in regard to the order placed
last September for a dozen tennis nets
and hockey sticks, which was never filled.
I have asked Harry Craig to cancel the
order.

AH

J. A. MERMIS,
BUSINESS MANAGER

MARK KROUCH,
ASST. BUSINESS MANAGER

STATE OF KANSAS

OFFICE OF
STATE BUSINESS MANAGER
STATE HOUSE
TOPEKA

WALTER A. HUXMAN,
GOVERNOR

March 25, 1938

#95664

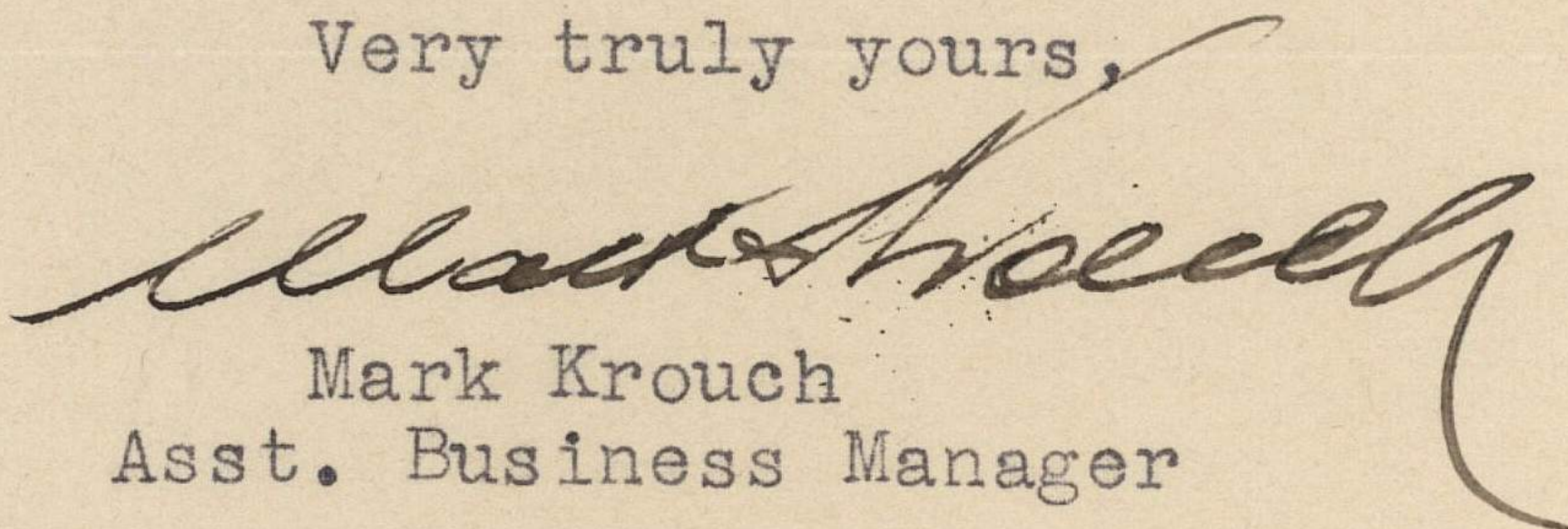
Mr. Forrest C. Allen
Director of Physical Education
University of Kansas
Lawrence, Kansas

Dear Mr. Allen:

We have your letter of March 22 calling attention to the order placed with Bowen-Nuss-Brown Hardware Company for athletic supplies, and which up to date they have failed to fill.

I have taken this up with the above named firm, and they informed us that they have no record whatsoever of this order. They stated that in the event you would like to purchase same from them, they will make delivery in a week to ten days' time. On the other hand if you want to cancel the order, you have our permission to do so.

Very truly yours,


Mark Krouch
Asst. Business Manager

MK:G

March 22, 1938.

Mr. J. A. Hennis,
State Business Manager,
Topeka, Kansas.

Dear Mr. Hennis:

I wish to call your attention to our order No. A 5664, dated September 2, 1937, to the Bowen-Huss-Brown Hardware Company, of Topeka, Kansas, for one dozen tennis nets and one-half dozen hockey sticks. This order has never been filled. On November 1, 1937, we wrote to this hardware company advising them that we had not received the goods ordered, and asked them to give us information on the order. No reply was received from them.

We desire to cancel this order. In a very short time we expect to order tennis nets, but are not interested in ordering them from this company.

Sincerely yours,

Director of Physical Education.

cc to Earl Kloss

November 1, 1937.

Bowen-Nuss-Brown Hardware Co.,
Topeka, Kansas.

Dear Sirs:

On September 2, 1937, we ordered from your firm 1 dozen 38' x 3' x 15 thread, tarred tennis nets, drill bound, and 1/2 dozen 18 oz. hockey sticks, our order No. A 5664, per your quotation of August 28, 1937.

To date this order has not been filled, and as we are very much in need of this equipment I am writing to inquire about.

May we hear from you by return mail?

Very sincerely yours,

Director of Physical Education.

DIVISION OF PHYSICAL EDUCATION

September 13, 1937.

TO MEMBERS OF THE STAFF:

The following letter has just been received from Mr. Karl Klooz, Bursar. Please note that the regular payroll is ready for signature on or before noon of the 16th of each month.

"In order to distribute the flow of work through the State Auditor's Office in connection with writing the warrants, it is necessary that we change the date of sending in our payrolls.

"Hereafter, it will be necessary for the irregular payroll to be in the State Auditor's hands on the first of each month, instead of the twenty-third. Beginning with this month, you will kindly close your irregular payrolls on the twentieth of the month and have your payroll sheets in this office not later than 5 o'clock on the twenty-first of each month.

"We again wish to call your attention to the necessity of having these payroll sheets in this office on or before the time set as above. It is necessary that the sheets be arranged by departments alphabetically and the names arranged alphabetically by the department, so that when any sheet is not in when it is time to close the payroll, we must hold up the entire payroll or leave out the sheet that is late. We especially urge your cooperation in this matter.

"The time for sending in the regular payroll has also been moved forward so that it is necessary that we close the regular payroll for signature at noon on the sixteenth of each month. Beginning with this month, please request your department staff members to be sure to sign the payroll on or before noon of the sixteenth. Your cooperation in this matter will also be appreciated.

Yours very truly,

Karl Klooz, Bursar."

Sincerely yours,

Director of Physical Education.

September 7, 1937

Mr. Karl Klooz,
Business Manager of Athletics,
University of Kansas.

Dear Karl:

I beg to acknowledge receipt of your communication dated September 1 in which you call attention of the coaches to the necessity of having requisitions duly executed by Mr. Falkenstein before the purchase will have approval.

I am heartily in sympathy with this move and assure you that I appreciate the necessity for such action. You may count on my full cooperation.

Very cordially yours,

FCA:AH

THE UNIVERSITY OF KANSAS
LAWRENCE

BUSINESS OFFICE

KARL KLOOZ, BURSAR

September 1, 1937

Dr. F. C. Allen
Department of Physical Education

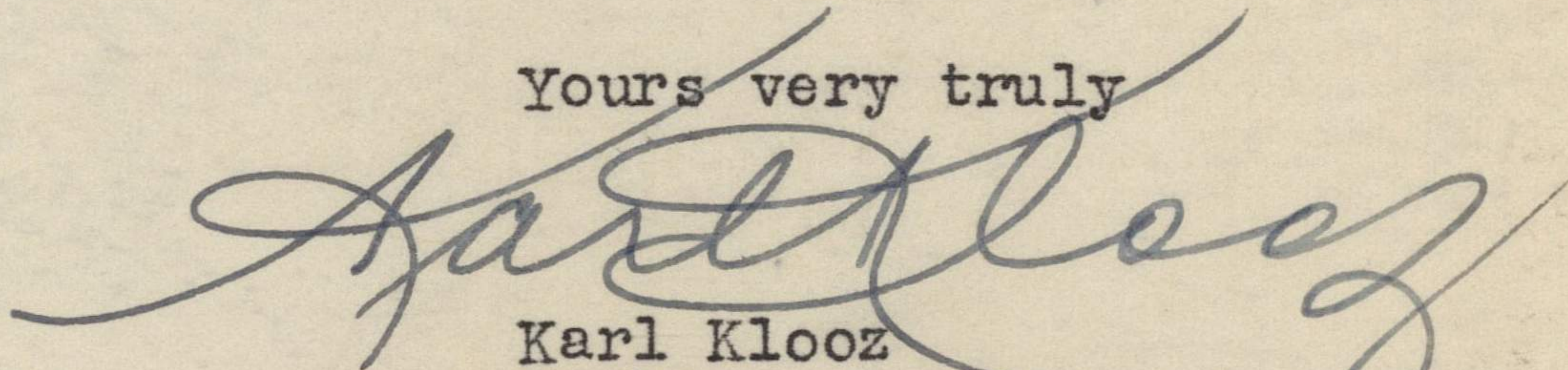
To the Coach Addressed:

Because of our very acute financial condition and since the Board of Regents have appointed myself as Business Manager of Athletics responsible for all financial matters and the need for following good accounting practices, hereafter no financial obligation will be considered against the Corporation unless there first has been a requisition issued covering same.

Please place in the hands of Mr. Falkenstein all purchase requests. He will see that the purchase has proper approval and will issue the requisition when approved.

Thanking you for your cooperation in this matter,
I am

Yours very truly

A large, stylized handwritten signature in dark ink, appearing to read 'Karl Klooz', is written over the typed name and title.

Karl Klooz
Business Manager of Athletics

KK:g

January 28, 1938.

Mr. Karl Klocz,
Bursar,
University of Kansas.

Dear Karl:

The list of athletic supplies which you have forwarded to us at the request of Mr. J. A. Mermis, State Business Manager, was not returned to you because we have on hand a number of baseballs that we can use. Mr. Elbel is desirous of changing the size of the balls, but it is up to the managers of the intramural teams. For that reason he will not know until they meet later just what sort of a ball they will use. At the present time it is impossible for him to determine the situation.

Most of our other equipment we have on hand and will not need a new supply until next fall. The summer inquiry will take care of that. I thought it well to notify you why we did not return the list.

Another thing - our budget is in bad shape due to the fact that they cut us from \$3000 to \$1900 for Physical Education equipment and maintenance, but they did raise the towel fee from 50¢ to 75¢. Many students are going without towels in preference to paying the added fee, so instead of bringing our budget up to what it was heretofore we have suffered by this act. In other words, we cannot spend money we do not have.

Very cordially yours,

FCA:AH

Director of Physical Education.

September 8, 1937

TO THE HEAD OF THE DEPARTMENT ADDRESSED:

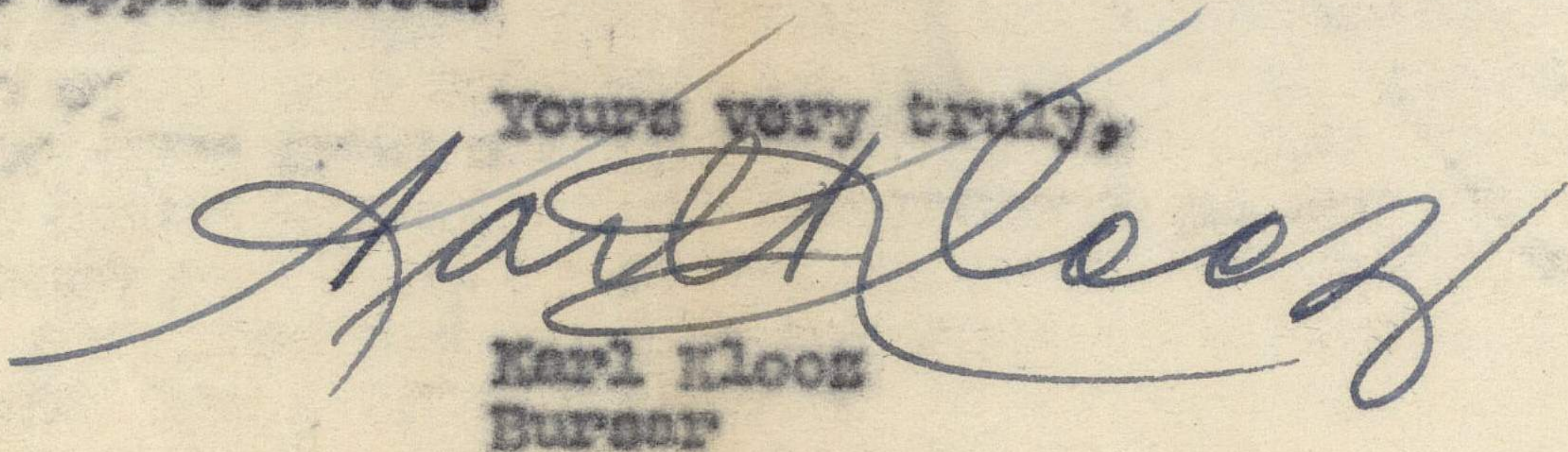
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Yours very truly,


Karl Klooz
Bursar

KK:JMT