

THE UNIVERSITY OF KANSAS  
LAWRENCE

BUSINESS OFFICE

KARL KLOOZ, BURSAR

JUNE  
tenth  
1938

TO THE DEPARTMENT HEAD ADDRESSED:

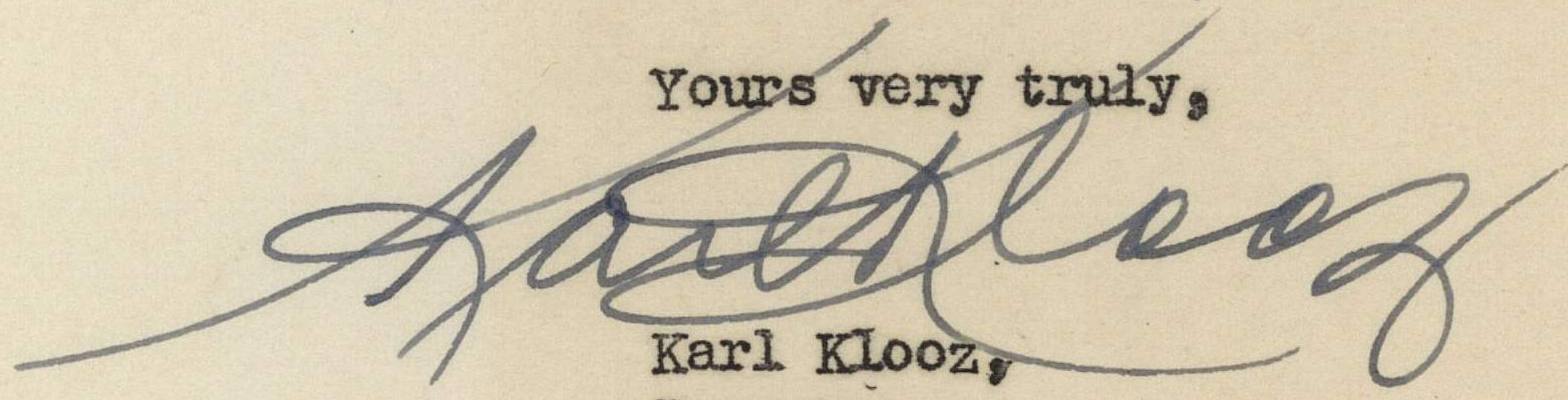
This month being the last month of the fiscal year and it being necessary to pay for all services for June out of this fiscal year's funds, the time for sending in your irregular payroll is being changed from the 21st to the 30th so that the whole month's time can be included in one payroll.

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