

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.