

REQUISITION FOR PRINTING

No.

(Leave blank)

Date May 26, 1939.

To the Business Office:

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

listed below, the number called for being the estimated requirements for the fiscal year ending June 30, 1940.

Copy is attached. Date wanted not later than Sept. 1, 1939.

500 copies

(Number of copies)

8 1/2" x 11" cards with lines as per sample

(Designation of job)

(see sample attached - please use stock similar to small card attached)

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

Last order

(Signature)

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

REQUISITION FOR PRINTING

No.

(Leave blank)

Date **May 26, 1939.**

To the Business Office:

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

listed below, the number called for being the estimated requirements for the fiscal year ending June 30, 19**40**....

Copy is attached. Date wanted **not later than September 1, 1939.**

500 copies
(Number of copies)

5"x8" card, with lines as indicated on sample.
(Designation of job)

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

Last order.....

(Signature)

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

DEPOSITED WITH THE CASHIER

OF

THE UNIVERSITY OF KANSAS

By Physical Education Dept.

Currency.....

5.00

Gold.....

Silver.....

Checks (List each check or draft separately)

TOTAL.....

5.00

8-3

193

9

Received all the above listed items.

Alysa Cantwell

Cashier.

AS

STATE OF KANSAS
BOARD OF ADMINISTRATION
AND BOARD OF REGENTS

FORM No. 49

UNIVERSITY OF KANSAS
OFFICIAL RECEIPT

No 632

Lawrence, Kansas, 8-3 1939

Received from Physical Education

ORIGINAL

Five & no
100

DOLLARS

in payment for

Old lumber from Handball Court

\$ 5.00

Business Office
Head of Department, Cashier or Steward.

August 3, 1939.

Mr. Karl Klooz,
Bursar,
University of Kansas.

Dear Mr. Klooz:

At the time we tore down the two old handball courts just south of the gymnasium Professor K. K. Landes, of the Department of Geology, desired to get some of the lumber to build a playhouse for his daughter. He paid by personal check the amount of \$5.00 for this lumber.

I am enclosing \$5.00 in cash to be deposited to the credit of the Department of Physical Education, and am sending this note of explanation as a matter of record.

Very sincerely yours,

Director of Physical Education and Recreation,
Varsity Basketball Coach.

REQUISITION FOR PRINTING

No.

(Leave blank)

Date June 12, 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 ~~41~~.

Copy is attached. Date wanted September 1, 1939

250

(Number of copies)

Basket Ball Score Card

(Designation of job)

(see copy attached - same weight paper, same printing)

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

Last order July, 1935

(Signature)

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

THE UNIVERSITY OF KANSAS
Lawrence

BUSINESS OFFICE

Karl Klooz, Bursar

June 3, 1939

*Laundry?
Get bill to
Bus. Ofc on
July 3rd*

TO THE DEPARTMENT HEAD ADDRESSED:

As the fiscal year draws near to the end we are also completing our first year under the new purchasing procedure and with few exceptions the cooperation has been fine and I want to take this opportunity to thank you one and all for your helpfulness in carrying out this plan successfully.

I wish to call your attention to the necessity of your close cooperation in seeing that all accounts and invoices dated prior to July 1, 1939 be properly requisitioned and encumbered or the University cannot assume the responsibility for payment of same. If instructions have been followed there should be no difficulty in this connection as all purchases will have been encumbered in advance. Where it has been necessary to make an emergency purchase and you have not followed it up immediately with a purchase request, please see that this is done at once.

In order that we may close the fiscal year with the least difficulty, it is requested that you anticipate your needs for the whole month of June during the first two weeks of June and refrain from placing purchase requests, for the balance of this fiscal year, after June 17.

It is highly IMPORTANT that you see to it at once that all obligations incurred in the name of the University be handled IMMEDIATELY or it will be necessary for the individual who incurred the obligation to assume the responsibility for payment of same.

Thanking you for your cooperation in these matters, I am

Yours very truly,

Karl Klooz
Karl Klooz
Bursar

Karl Kloor, Business

502

45 / 10 Clubs
39-

TO THE DEPARTMENT HEAD ADDRESSED:

As the fiscal year draws near to the end, we are also completing our fiscal year. Great attention has been given and I want to take this opportunity to thank you one and all for your helpfulness in exceptions the cooperation has been fine and I want to take this opportunity to thank you one and all for your helpfulness in carrying out this plan successfully.

I wish to call your attention to the necessity of your closing all accounts and liabilities for payment of same. If instructions have been followed there should be no liability for July 1, 1939. We are primarily responsible for payment of same. In order that you may close the fiscal year with the least difficulty, please see that this is done at once.

Thanking you for your cooperation in these matters, I am the obligation to secure the responsibility for payment of same. INDIVIDUALLY or it will be necessary for the individual to incur the obligations incurred in the name of the University be handled. It is highly IMPORTANT that you see to it that once that you close the fiscal year with the least difficulty.

Woods
314823BD

B-S

C.T. 2538

Butter
4 1/2
to 3
9
C.T. 1. 2 5 3 1 8 2 3 8
A
3
4

THE UNIVERSITY OF CALIFORNIA
Lawrence

BUSINESS OFFICE

June 3, 1939

Registered

The University of Kansas
Lawrence

Office of
The Chancellor

July 1, 1939

TO HEADS OF DEPARTMENTS AND DIVISIONS:

Some departments are overlooking the purchase request requirement that the reason for the purchase be stated explicitly. In the future, will you kindly bear this regulation in mind? The information will very greatly assist Chancellor Malott in becoming acquainted with the purchasing procedure and practice.

Sincerely yours,

RAYMOND NICHOLS,
Executive Secretary.

July 5, 1939.

Mr. D. A. N. Chase,
Asst. Business Manager,
State House,
Topeka, Kansas.

Dear Mr. Chase:

Thank you for sending us the quotations on
Purchase Request No. 5336, and asking us to make a selection.

We have learned from experience that it is much
more economical to purchase equipment for our department from
firms who have previously supplied us with equipment that has
given good service. We have bought other archery material
from the R. S. Elliott Company, of Kansas City, and would pre-
fer to buy from the again. We know just what we are getting
from this firm.

Assuring you of our cooperation, I am

Sincerely yours,

Director of Physical Education and Recreation,
Varsity Basketball Coach.

FCA:AH

B. H. JOHNSON,
BUSINESS MANAGER
D. A. N. CHASE,
ASST. BUSINESS MANAGER

STATE OF KANSAS
OFFICE OF
STATE BUSINESS MANAGER
STATE HOUSE
TOPEKA

PAYNE RATNER,
GOVERNOR

July 1, 1939

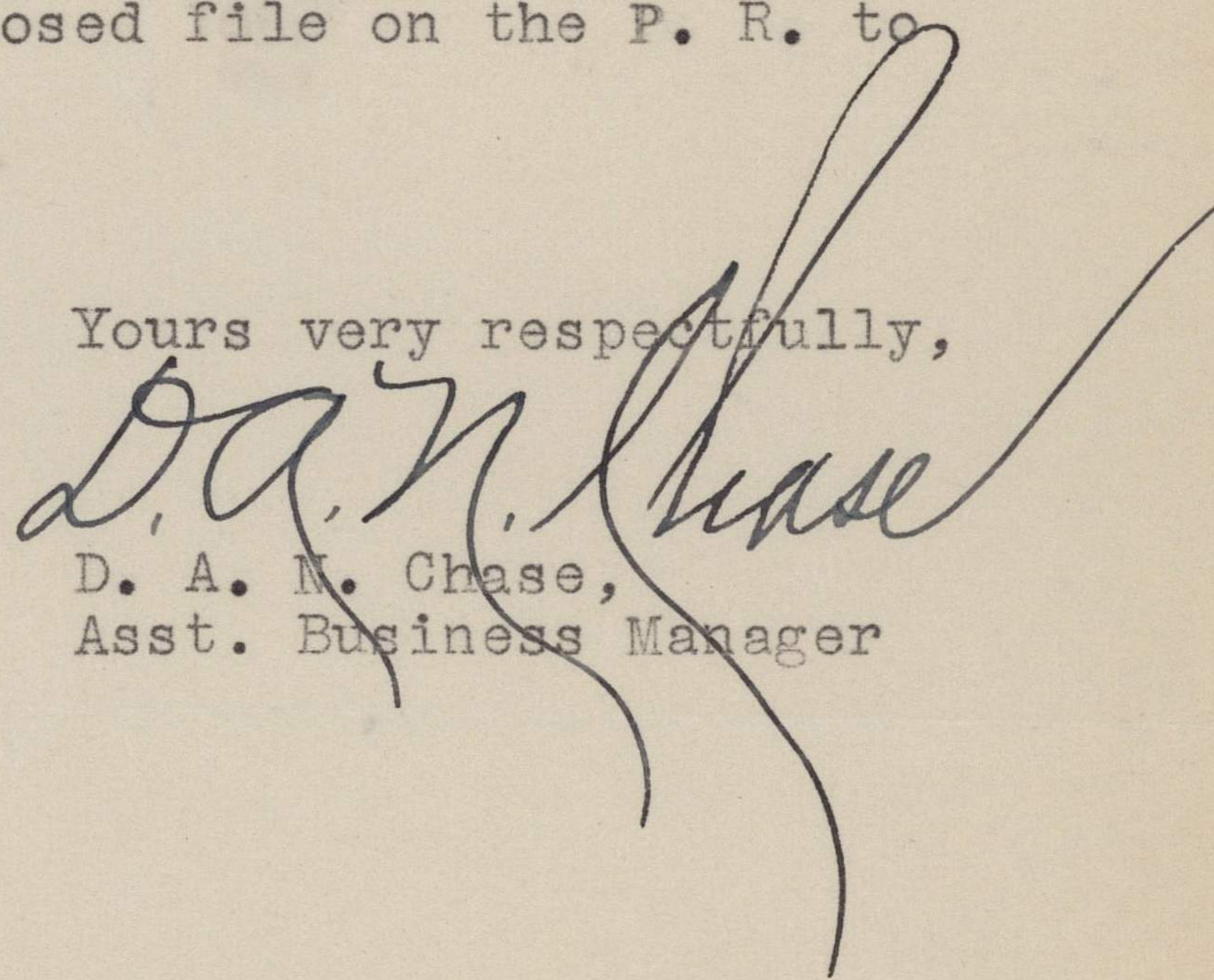
Dept. of Physical Education,
University of Kansas,
Lawrence, Kansas

Gentlemen:

We are sending you your Purchase Request
No. 5336 and the quotations we have received
and ask that you decide which one you want
and return the enclosed file on the P. R. to
us.

Thanking you, I am

Yours very respectfully,


D. A. N. Chase,
Asst. Business Manager

DANC:JS

DEPOSITED WITH THE CASHIER
OF
THE UNIVERSITY OF KANSAS

By Physical Education Dept.

Currency.....

Gold.....

Silver.....

Checks (List each check or draft separately)

Dr. # 9469

Sch. of Education

1085

TOTAL.....

1085

June 15 1939

Received all the above listed items.

Sperry J. Craig
Cashier.

REQUISITION FOR PRINTING

No.

(Leave blank)

Date June 12, 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 41

Copy is attached. Date wanted September 1, 1939.

500

(Number of copies)

Columbia Record Sheets

(Designation of job)

(See sample attached - make up in pads of 25 sheets to a pad)

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

Last order _____

(Signature)

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

REQUISITION FOR PRINTING

No.

(Leave blank)

Date..... June 12, 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.....

500
(Number of copies)

Archery Score Sheet
(Designation of job)

(See sample attached - use heavier weight paper, like small card attached)
(DESCRIPTION—Ink, stock, make-up, binding, numbering, etc.)

Last order.....
(Signature)

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

July 10, 1939.

Mr. D. A. N. Chase,
Asst. State Business Manager,
Topeka, Kansas.

Dear Mr. Chase:

I wish to write a brief explanation of the attached purchase request (No. 5344) for two used pianos for the Department of Physical Education.

The Bell Music Company, of Lawrence, placed on approval the Stroud and Vose pianos, and we have found them very satisfactory for our class work. Our old pianos, which were bought many years ago, reached the point where they could not be tuned and could not be repaired satisfactorily. The Bell Music Company would use them for old parts only in their repair shop, and appraised the two of them at \$25.00. We feel this is a very generous allowance on these old pianos.

The pianos which we have on approval are priced to us at \$75.00 each, a total of \$150.00, which with the allowance of \$25.00 for the old pianos, would make a total cost to us of \$125.00.

We feel this is a very reasonable price, and trust that the order may have your approval.

Thanking you for your cooperation, I am

Sincerely yours,

Director of Physical Education and Recreation,
Varsity Basketball Coach.

P.S. These two old pianos which we secured some fifteen years ago on a trade-in deal, cost in the neighborhood of \$150.00.

Bell Music Co.

Everything that is Best in Music

925-927 MASSACHUSETTS STREET
LAWRENCE, KANSAS

6 - 30 - 39

OK -

Physical Ed Dept.

Stroud Piano
Voce

75.00
75.00

150.00

allowance on old
Pianos

25.00

\$ 75.00

125.00

\$ 75.00

~~Previous approvals
Satisfactory~~

~~their gratulation
150.00
their approval~~

old
parts

July 6, 1939.

Mr. Lloyd Houston,
Bell Music Company,
Lawrence, Kansas.

Dear Mr. Houston:

In accordance with our purchasing regulations it will be necessary for you to fill out the enclosed "bid sheet", so that we may send the item for payment through the regular channels. Will you kindly return this sheet to me so that we may send it along with our request for payment?

Very sincerely yours,

Director of Physical Education and Recreation,
Varsity Basketball Coach.

June 5, 1939.

Mr. Karl Klooz,
Bursar,
University of Kansas.

Dear Mr. Klooz:

In reply to your circular letter of June 3, I want to assure you of our cooperation in seeing that all accounts are closed during the month of June.

You have had a very difficult job under the new purchasing system, and I want to congratulate you on doing such a fine job with so few snarls in it, as we see it. We have always endeavored to cooperate - and this was easy because you were so clear in your orders.

With best wishes, I am

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH

May 31, 1939.

Mr. Karl Klooz,
Bursar,
University of Kansas.

Dear Mr. Klooz:

I am enclosing a purchase request (#5332) for overhauling the old Royal typewriter used in the women's division of the Department of Physical Education, and we should greatly appreciate it if this could be handled as an emergency matter.

It is necessary that a great amount of mimeographing be done in that office during the next few days, and the machine needs to be cleaned and adjusted before the stencils can be cut properly.

The Lawrence Typewriter Exchange gave us a quotation of \$5.00 for overhauling the typewriter.

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH

STATE OF KANSAS
BOARD OF ADMINISTRATION
AND BOARD OF REGENTS

FORM No. 49

UNIVERSITY OF KANSAS
OFFICIAL RECEIPT

No 124478

Lawrence, Kansas, 6-9-38 19

Received from Business Office

DOLLARS

ORIGINAL

in payment for Off Rec # 124651-124700

\$

Dr. F. C. Allen
Head of Department, Cashier or Steward.

Howard Engleman

May 24, 1939.

Mr. Karl Klooz,
Bursar,
Business Office.

Dear Mr. Klooz:

Will you kindly set aside an encumbrance authorization
of \$30.00 for the laundry for May? Thank you.

Sincerely yours,

Director of Physical Education,
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)

#8243 Sch. of Education

140

TOTAL.....

140

May 9 1937

Received all the above listed items.

Harry J. Craig

Cashier.

Mrs. Hutteen:

Letters requesting Encumbrance must
be in this office by the 25th of the
month preceding the month affected.

Harry T. Craig.

April 14, 1939.

Mr. Karl Klooz,
Bursar,
University of Kansas.

Dear Mr. Klooz:

Thank you for your kind letter of the 13th instant.

I can, of course, appreciate the difficulties involved, and we are glad to cooperate with you in carrying out your policy.

The request for a change in the fee for the auditors was made to Miss Hoover by a number of women students, and she passed the word on to us. I am informing Miss Hoover that it does not seem feasible at this time to make a reduction in the fee.

Very sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH

THE UNIVERSITY OF KANSAS
LAWRENCE

BUSINESS OFFICE

KARL KLOOZ, BURSAR

April 13, 1939

Dr. Forrest C. Allen, Director
Physical Education
University of Kansas

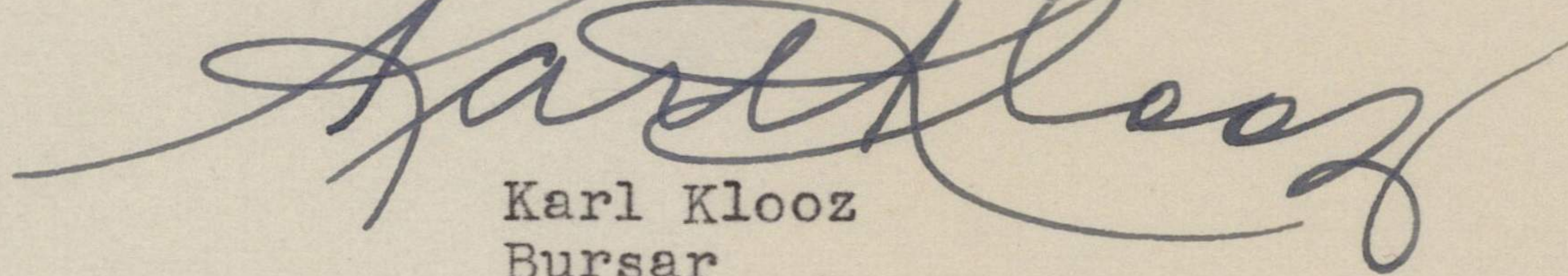
My dear Dr. Allen:

This will acknowledge receipt of your letter of the 10th concerning enrollment of certain students in some of your activity classes as auditors for the second half of the spring semester.

With reference to making a reduction in the fee for the part of the 2nd semester, I wish to say that it has not been our policy to make any reduction in laboratory fees when a student enrolled late in the laboratory course. Once a plan of this sort is started there is no telling how far it will go, causing additional checking and additional lists to keep up to date.

Unless there are other very good reasons for it I do not favor making a reduction in the fee.

Yours very truly,



Karl Klooz
Bursar

KK:JMT

BUSINESS OFFICE

April 6, 1939

DEPARTMENT OF Physical Education

Please list below all courses in your department to be offered during the coming "SUMMER SESSION" for which laboratory fees are to be charged. Also list the information designated in the column headings. Will the head of each department check these fees so there will be no mistakes made in charging them?

NO. OF COURSE NAME NO. OF HOURS FEE

DEPOSIT REQUIRED _____?

ANY NEW FEES OR CHANGES IN LABORATORY FEES should be referred to the BUDGET COMMITTEE for approval.

Please return to the Business Office, completely filled out, not later than April 20, 1939.

Yours very truly,

Karl Klooz

Karl Klooz
Bursar