

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.

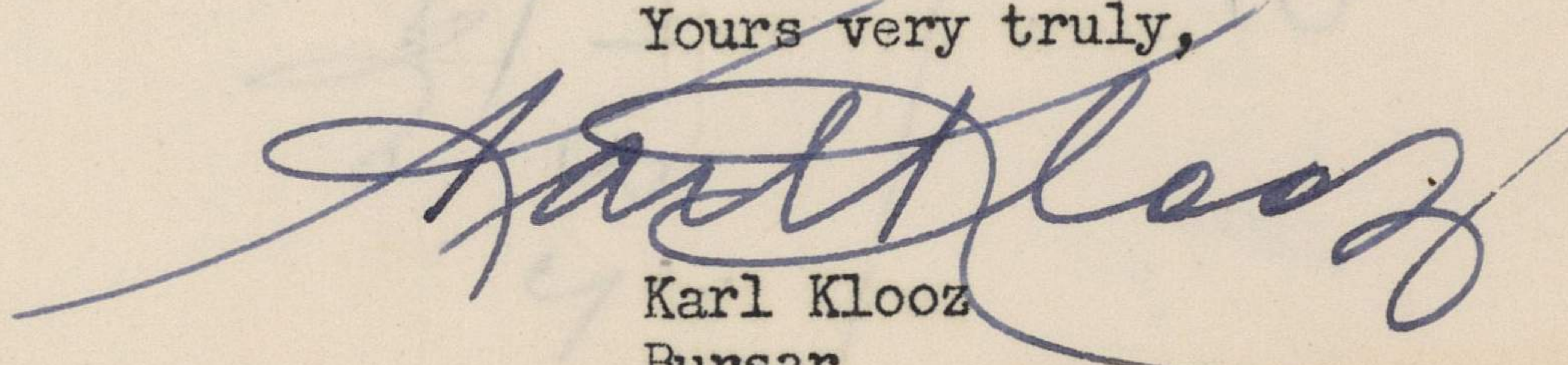
I wish to call your attention to the necessity of your close cooperation in seeing that all accounts and invoices dated prior to July 1, 1939 be properly requisitioned and encumbered or the University cannot assume the responsibility for payment of same. If instructions have been followed there should 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
Bursar