

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.