

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?

<u>NO. OF COURSE</u>	<u>NAME</u>	<u>NO. OF HOURS</u>	<u>FEE</u>
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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