

Earl:

"Budget not balance to date"

Must be filled in on all orders.

See attached letter.

Harry.

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STATE OF KANSAS

BOARD OF ADMINISTRATION

EDUCATIONAL, CHARITABLE  
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WALTER A. HUXMAN, GOVERNOR  
J. A. MERMIS, BUSINESS MANAGER

August 17, 1937

In sending this office orders for supplies and equipment, a very important part of the order sheet is not completed by a large number of the officers of the State Institutions.

We refer to the bottom part of Order Sheet No. 2. That part which provides space for bids and firms is important, and we desire and appreciate this information, but we call your special attention to the extreme bottom part of the page which has space for the appropriation, name of the ledger account, budget allowance, BUDGET NET BALANCE, and the estimated cost.

It is very necessary that this office has this information, and we will ask that you please see that in the future this part of the order sheet is completed in detail.

Thanking you for your cooperation, I am,

Very truly yours,

*J. A. Mermis*

J. A. Mermis  
State Business Manager

By

*Mark Krouch*  
Mark Krouch  
Asst. Business Manager

JAM:MK  
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