

THE UNIVERSITY OF KANSAS
Lawrence

Office of
The Chancellor

February 22, 1940

To Heads of Departments:

Enclosed is the schedule for the budget conferences for 1940-41.

The budget is to be considered by the Central Budget Committee, composed of Dean Stouffer, Chairman, Dean Lawson, Dean Stockton and Mr. Nichols, with the dean of the school or director of the division, and the head of the department concerned.

Department heads are urged to consult members of the permanent staff of the department for suggestions, and to bring to the conference any information or material bearing on the situation. It is important to present departmental needs in order of importance.

The maintenance and assistance report forms which were mailed to you recently should be filled in and brought to the conference.

The conferences will be held in Mr. Nichols' office.

Sincerely yours,

DEANE W. MALOTT,

Chancellor