

UNIVERSITY OF KANSAS

Date June 5, 1940.

To the Chancellor:

I hereby recommend the appointment of Alberta Miltson Single
reappointment
promotion

whose present address is 1703 Leonard Ave., Lawrence, Kansas

to the position of Secretary at a salary of \$ 900.00 per month
per year
per semester

for 12 months' service. Service to begin July 1, 1940 New position?

Or to take the place of whose salary was \$ per month
per year
per semester

This salary is provided in Section Item No. C-12 Page of the budget.

The qualifications of the candidate are:

Several years of experience.

The duties of the candidate will be:

Regular secretarial duties for the department.

(Signed) _____

Approval or statements of deans concerned
and chairman of budget committee:

Head of the department of Physical Education

Raymond S. Schwertler

CONFIRMATION OF APPOINTMENT:

The appointment is approved at a salary of \$ (.....per month for.....months, beginning.....)

Title.....

Dated..... (Signed).....