

UNIVERSITY OF KANSAS
Lawrence

Office of the
Chancellor

March 13, 1945

To Heads of Departments:

The budget conference schedule for 1945-46
is enclosed.

The University faces another year of uncertainty. Enrollment will depend somewhat on the progress of the war. We have no assurance of any military program after this semester, and it seems inevitable under present Selective Service policies that civilian student population will continue to decline. These facts should guide you in formulating the requests for **your** department for the year 1945-46.

Conferences will be held in the Chancellor's Office. The committee for any conference will consist of the Central Budget Committee, the head of the department concerned, and the dean or director interested in the work of the department under discussion.

The maintenance and irregular payroll forms which are enclosed should be completed and brought to the conference.

Sincerely yours,

DEANE W. MALOTT
Chancellor