

THE UNIVERSITY OF KANSAS
Lawrence

Office of
The Chancellor

February 24, 1944

To Heads of Departments:

The budget conference schedule for 1944-45 is enclosed.

At this conference, the budget for the year beginning July 1, 1944 will be considered. There will be no separate hearing for the summer work, as in previous years.

The University faces another year of war-time uncertainty. Military programs are on the wane and it seems inevitable that with present Selective Service policies, the civilian student population will continue to decline. These facts should guide you in formulating the requests for your department for the year 1944-45.

The budget committee is composed of Dean Stouffer (Chairman), Dean Lawson, Dean Reese, Mr. Nichols, the dean or director of the division, and the head of the department concerned.

The maintenance and assistance report forms which are enclosed should be filled in and brought to the conference. The conferences will be held in the Chancellor's Office.

DEANE W. MALOTT
Chancellor