26 f. la. per mo. Laudry 500 130,00 " Laton 200,000 330.00 & reblacenned to home

Landry 26¢ mo. each Labor \$ 100. mo. - full time men \$ 100. " - student keep 30%- 40 % wearx replacement

OPERATING EXPENSES OF TOWEL ROOM

1942-43

Labor (for 9 mos. period)

Mr. McElhinny (approx.)	
	\$2570.00
New Towels	1258.00
Laundry (for men and women)	740.00
Soap (there has been no charge since May, 1942)	
Total	. \$4668.00

Note: Fee income 1941-42 (men and women) \$1260.62

1942-43 Januel Room Laton (9mor.) Mc Elhinny @75'mo. (approp.3 mos.) 225.
Atudento (9 mor.) . 2345 2345 1258. new Louelo Laurdry (men * women) Hörakange since may 1942 -#468. Fee income 1941-42 (1260.62) mentevomen 11 11 1942-43 (9654.27)

John Sold

C. Physical Education

1. F. C. Allen		Professor Athletics Athletic Association	\$ 2200 900 2300 5400
2. E. R. Elbel	9	Associate Professor	On leave
2. B. R. Bibel British Grint	9	Assistant Professor	2800 - 2500?
4. Ruth Hoover	9	Assistant Professor	2350
5. Joie Stapleton	9	Assistant Professor Education	1835 -365 2200
6. Vic Hurt	10	Assistant Professor Athletics Athletic Association	300 1700 4000 6000
7. Henry Shenk	9	Assistant Professor Education Suct.	1950 <u>400</u> 2350
8. Hilbert Believe	9	Instructor	2300 1400
9. Hotele N. Repeate	9	Assistant Instructor	500 % att user.
10. Alberta Hulteen	12	Secretary	900
11. Assistance: Towel room Assistant Inst	ructo	\$ 800 \$ \$2300	3100
		Total Salaries Maintenance Special Maintenance	17,335 1,600 400

THE UNIVERSITY OF KANSAS Lawrence

Office of The Chancellor

TO HEADS OF DEPARTMENTS:

The budget of your department for 1942-43 as approved by the Board of Regents, is enclosed.

In order that our records may be complete and accurate will you please file in my office appointment blanks for each person on the regular payroll in your department who is

(1) Newly appointed for next year.

(2) Promoted in rank.

(3) Re-employed for service in office or laboratory, or on the faculty with the rank of instructor, assistant instructor, or assistant.

In addition, a duplicate blank for each member of the instructional staff should be filed with your dean.

In all cases please state briefly "the qualifications of the candidate" and "the duties of the candidate".

We shall appreciate your prompt cooperation in order that individual notices can be mailed before commencement. Blanks for your use are enclosed.

DEANE W. MALOTT Chancellor

Appointment blanks are required for the following positions:

7-10 in clusine

MAINTENANCE FUND REPORT

Expenditures for 1940-'41, Estimates for 1941-'42, and Requests for 1942-'43

DEPARTMENT OF Physical Education

ESOURCES :			1940-41	1941-42	Requested
Regular budget allowance			2700	1600	2100 at
Balance forward from previou	is vear		-22-24	550-31	
Special budget allowance			450.00	685.	700
Fee income			1520.20	1212,97	*1000 (ast
	r Deposits			419.18	The state of the s
Sal. & 1	THE RESERVE THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TWO IS NAMED I		457.55		
Unappro	. Bal.		400.00		
TOTALS			. \$ 5098.89	\$4467.46	3800.00
*To Mar. 1 ** \$400. from s. s.		/	1941-42		
PENDITURES:	Expended	Expended	Ext. Rest		Recommend
	1940-41	to Date	of Year	for year	1942-43
General Maintenance:					700
Office supplies	252376	144.34	50.00	194.34	180
Postage	318.58	111.84	75.00	186.84	T80
Printing					7.00
Telephone & telegraph	131.20	and the second s	35.00	94.36	100
Repairs, etc.	501.05	150.73	200,00	THE RESIDENCE OF THE PARTY OF T	350
Freight & express	57.43	THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY.	10.00	16.31	25
*Lab. supplies	1164.85	222.17	200.00	422.17	500
**D	0000		Manager and the second control of the second		500
**Permanent equipment Travel expense ist below any additional tems carried on your books.	662.95	880.01	100.00	980.01	
Travel expense list below any additional tems carried on your books, such as -	662.95	880.01	100,00	980.01	
Travel expense ist below any additional tems carried on your books,	16.65	280,01	100,00	980.01	
Travel expense List below any additional Ltems carried on your books, such as - Steno. Bureau services	16.65 30.00	9.00	9.00	18.00	18
Travel expense List below any additional Ltems carried on your books, such as - Steno. Bureau services Vis. Instr. Bur. services					18
Travel expense List below any additional Ltems carried on your books, such as - Steno. Bureau services Vis. Instr. Bur. services Association dues	30.00	9.00	9.00	18,00	18 250
Travel expense List below any additional Ltems carried on your books, such as - Steno. Bureau services Vis. Instr. Bur. services Association dues Laundry	30,00	9.00	9.00	18,00	18 250
Travel expense List below any additional Ltems carried on your books, such as - Steno. Bureau services Vis. Instr. Bur. services Association dues Laundry Photographic work	30,00	9.00	9.00	18,00	18 250
Travel expense List below any additional Ltems carried on your books, such as - Steno. Bureau services Vis. Instr. Bur. services Association dues Laundry Photographic work	300.21	9.00	9.00	18,00	18 250
List below any additional List below any add	300.21	9.00	9.00	18,00	18 250
Travel expense List below any additional Ltems carried on your books, such as - Steno. Bureau services Vis. Instr. Bur. services Association dues Laundry Photographic work Preparation of intra- mural field for skating	300.21	9.00	9.00	18,00	18 250
Travel expense List below any additional Ltems carried on your books, such as - Steno. Bureau services Vis. Instr. Bur. services Association dues Laundry Photographic work Preparation of intra- mural field for skating Installing & taking down lights on Quad for summer recreation	300.21	9.00	9.00	18,00	18 250
Travel expense List below any additional Ltems carried on your books, such as - Steno. Bureau services Vis. Instr. Bur. services Association dues Laundry Photographic work Preparation of intra- mural field for skating Installing & taking down lights on Quad for	300.21	9.00	9.00	18,00	18 250
Iravel expense List below any additional Ltems carried on your books, such as - Steno. Bureau services Vis. Instr. Bur. services Association dues Laundry Photographic work Preparation of intra- mural field for skating Installing & taking down lights on Quad for summer recreation 15 gal. paint for hand- ball courts	300.21	9.00	9.00	18,00	18 250
Iravel expense List below any additional Ltems carried on your books, such as - Steno. Bureau services Vis. Instr. Bur. services Association dues Laundry Photographic work Preparation of intra- mural field for skating Installing & taking down lights on Quad for summer recreation 15 gal. paint for hand- ball courts Repair & care of courts	300.21	9.00 100.17	9.00.65.00	18.00 165.17 25, 96.30 44.09	18 250
Iravel expense List below any additional Ltems carried on your books, such as - Steno. Bureau services Vis. Instr. Bur. services Association dues Laundry Photographic work Preparation of intra- mural field for skating Installing & taking down lights on Quad for summer recreation 15 gal. paint for hand- ball courts	300.21	9.00 100.17	9.00	18,00	18 250
Iravel expense List below any additional Ltems carried on your books, such as - Steno. Bureau services Vis. Instr. Bur. services Association dues Laundry Photographic work Preparation of intra- mural field for skating Installing & taking down lights on Quad for summer recreation 15 gal. paint for hand- ball courts Repair & care of courts	300.21	9.00 100.17	9.00.65.00	18.00 165.17 25, 96.30 44.09	18 250
Jist below any additional Items carried on your books, such as - Steno. Bureau services Vis. Instr. Bur. services Association dues Laundry Photographic work Mic Preparation of intra- mural field for skating Installing & taking down lights on Quad for summer recreation 15 gal. paint for hand- ball courts Repair & care of courts & playgrounds Special Maintenance	30.00	9.00 100.17 96.30 44.09	9.00.65.00	18.00 165.17 25, 96.30 44.09	18 250 400.00
Travel expense List below any additional Ltems carried on your books, such as - Steno. Bureau services Vis. Instr. Bur. services Association dues Laundry Photographic work Preparation of intra- mural field for skating Installing & taking down lights on Quad for summer recreation 15 gal. paint for hand- ball courts Repair & care of courts & playgrounds Special Maintenance TOTALS	30.00	9.00 100.17 96.30 44.09	9.00.65.00	18.00 165.17 25, 96.30 44.09	18 250 400 00
Jist below any additional Items carried on your books, such as - Steno. Bureau services Vis. Instr. Bur. services Association dues Laundry Photographic work Mic Preparation of intra- mural field for skating Installing & taking down lights on Quad for summer recreation 15 gal. paint for hand- ball courts Repair & care of courts & playgrounds Special Maintenance	30.00 300.21 19.65 20.00 589.55	9.00 100.17 96.30 44.09	9.00.65.00	18.00 165.17 25, 96.30 44.09	18 250 400.00 2503.00 345.00

^{*}Include items covered by student laboratory fees, such as chemicals, animals, animal food, ice, gas, lab. outlines, etc.
**Itemize on reverse side.

PERMANENT EQUIPMENT - Itemized:
(Combine smaller or miscellaneous 1941-42 Expended Expended Est. Rest Total items) Requested of year for year to date 1942-43 10,00 1 Suspended Lunger 20.16 3 mat covers 2 sets training gloves 25.50 6 basketballs 35.10 7.90 2 canvas piano covers lused piano 75.00 16 victrola records 6.40 29,28 1 bookcase 126.66 5 gym mats 60.00 l used piano 15.00 l climbing rope 36.00 l metal slide 85.26 12 tennis nets used pipe for new tennis court 54.00 21.75 aluminum paint for pipe 89.60 1 horizontal bar 70 yds. chat for new tennis court 70.00 60.00 lused mimeograph * 18.00 45 ft. chlorine tubing THE PROPERTY OF THE PROPERTY O - 0 althe whole the same A Comment of the Comm HOLDOWS HOME IN MALE IN THE SERVICE OF and the state of t 如此是一种,我们就是一种,我们就是一种的,我们就是一种的,我们就是一种的,我们就是一种的,我们就是一个一种的,我们就是一个一个一个一个一个一个一个一个一个一个 TOTALS

252.76 318.58 131.05 51.

3,864.88 **

141.34 115.37 150.73 170.07 100.17 10

1,861.07 *

50.00

75.00 35.00 200.00 100.

BUDGET RECOMMENDATIONS FOR 1942-1944

DEPARTMENT OF RECOMMENDATIONS OF CHANCELLOR'S Months REMARKS COMMITTEE DATA FOR CURRENT YEAR NAMES RECOMMENDATIONS Position Salary Salary Position Service 2.M.R. Mabol Assoca Prof. 2000 A.看题 n. A. 经数据数 n. 3. Buth Roover Assis Trongs h.Joie Stapleton 5. Wie Burt 点数性。A细胞性。 6.Houry Bhank Tug bruchor 7.Melba R.Schilling Instructor S.Robert W.Remin Acces . Incotr. 9.Alberts Halteen Souretary Towel room Asset Tratte - 43500 TOTAL SALARIES FOR DEPARTMENT MAINTENANCE:

BUDGET RECOMMENDATIONS FOR 1941_-1941_

DEPARTMENT OF RECOMMENDATIONS OF Months CHANCELLOR'S DATA FOR CURRENT YEAR COMMITTEE REMARKS NAMES RECOMMENDATIONS Salary Position Salary Position Service 20%.R. Mbol lesses.Prof. 200 Atho Apple J. Math Hoover Asst Prof. h.Joie Stapleton 10 5. Ma Ihms Ath, Assis 6.Honry Bhank Instructor Remontion 7.Melba R.Schilling Instructor 1300 S.Robert W.Restch Assist a Tripleton. 9.Alberta Balteem Sourchary 10 - Assitutemos Tores room Assta Thetas TOTAL SALARIES FOR DEPARTMENT MAINTENANCE:

IRREGULAR PAYROLL REPORT

Expenditures from Salary Budget Allowances, Fee Income, or Maintenance Fund

DEPARTMENT	OF	Physical	Educatio	n
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. BUDGET ALLOWANCE:			1940-41	1941-42	Requested 1942-43
Transferred to assistance fund	1 (#7)		400	1600.00	
Towel room			800	800	1800.00
Assistant instructors			1000	700	1000. 70
					1300.00 /6
			2200	2840	
				*	if compulsor
					adopted.
. EXPENDITURES:			1941-42		
		Expended		The state of the s	Recommended
	1940-41	to Date*	of Year	for Year	1942-43
ypist & olerical	112.70	181.49	100.00	281.49	200.00
tenographer	364.26	288.13	50.00	338.13	400.00
ffice assistance	212.40	46.68	50.00	96.68	175.00
echnical assistance		17.20	manufacture the manufacture		
aboratory assistance					
rt Work					
ishwashing					
toreroom assistance					
nimal care					
quipment maintenance:	- curana		777		50.00
nrollment assistance Pianist		81.20	20.00	101.20	100.00
'owel room	1622.84	1342.35	300.00	1642.35	1600.00
Hife guards (Women) now using CSER	00000				45.00
olf course, labor on		37.98	35.00	72.98	75.00
ife guard, pool (Men)		132.28	25.00	157.28	150.00
abor on new tennis court		85.05		85.05	
lare of summer equipment		206.46		206.46	200.00
ssistant Instructors:	255.73				500.00
T. P. Hunter		23.50		23.50	
Sidney Salt		18.50		18.50	
Murray Brown		100.00		1.00.00	
John Pfitsch		95.00	50.0	145.00	
Ed Hall		2.0.50	10.0	30.50	
Carl Jessup		72.72	10.0	82.72	
Clifford Nordstrom		29,50	10.0	39.50	
Haven Glassmire		15.00		15.00	
William Belt		75.00		75,00	
TOTALS		-			\$3445.00

. HUW PALD:						
a. From salary budget allowance	2200.00	2851.34 1	248.66 310	0.00	3100.00	04
b. From maintenance account* a	A RANGE OF THE PARTY OF THE PAR	The state of the s	411.34 41	1.34	345.00	
TOTALS	2357.93		660.00 351	1,34	3445.00 3	445

^{*}Carry totals on this line forward to item 2. Payroll, on Maintenance Fund Report sheet.

1 0 2.7 0 3 6 4.2 6 2 6 8.1 3 1,6 2 8 4 2,3 5 7.9 3 *

181.49 288.13 46.68 81.20 1,342.35 37.98 1 3 2.28 85.05 206.46 23.50 1 8.50 100.00 95.00 20.50 72.72 29.50 1 5.00 75.00 2,851.34 * 100.00 50.00 50.00 20.00 300.00 35.00 25.00 50.00 10.00 10.00 10.00 660.00 * 281.49 3 3 8 . 1 3 96.68 101.20 1,642.35 72.98 1 57.28 85.05 206.46 23.50. 1 8.50 100.00 1 4 5.00 30.50 8 2.7 2 39.50 15.00 75.00 3,511.34

	Sq.Lagry	Fell !	one ter	STORES	高度 高樓	Bester		Salary	Fall Semester	Spring Semester
o. Allon	***************************************	200.		00			Allon	25400.	200.or 201. 65. 20. 10.	37. 39. 35 ? 100 ?
s. R. Elbel		75. 1		200.	30.0	(15) (30) (12) (3) (3)		\$2000	30 40 73 INTRAM	TRALS
Ruth Hoover	02350	310 1 350 1 37 0		340° 			Mooror	\$2350	3111 3311 62. 67.	34W 63. 72. 10 - 20.
						(22)			72. 02. 32. 30. 30. 8.	30 - 20 45a - 450 110 14a
Joie Stapleton				1100 ASSAA 1100 ASSAA 1110 ASSAA		(37)	Stapleton	02200.	64. 84.	
				30 · 320 · 3					1134A 2A 30 45A	3217 3477 3194a 30 46a 460

	Salary.	TALL SQUARES	Series Senester		Fall Jonestor	Spring Somester
rio murt	86000			murt \$6000.	22. 21m	
. Neplogie		35. 2hr (12)			35. 220 ()	
leary Sheak	82250.	36. Shr (19) 311 2hr (30) 3311 2hr (12) 3311 2hr (12)	75. 2hr (11) 90. 2hr (6) 1194a 4hr (5) 821 2hr (18)	Showk (2250	36. 31M 38% • 1	75. 90. 3211 3411 202 • 1
			341 212 (10) 30 312 (4) 4784 318 (18)		312 - 7 194a Swiming	- 1
					Equitation	
		470 (4) 470 (2) ************************************	47b 12 (2) 470 12 (2)			
Schilling	42300			Soluting \$1500	13a 44abo	12a-c 43a-c 44a-c 45a-c
cobert W.	***************************************	41a (12) 311 (30)	3411 200	Ass**. \$500.	410	41a 511
	975.	4200 (15) 4200 (17) 4200 (14)	42a hr (10) 42b hr 42a hr	Wa. Belt \$75.	420.	
arenare	225.	42aa jbr (21)				
lifford	220.00	20A (10)		Acco ***		20.00

116.010	Salary	Fall	Serie.	STOP	STATE OF THE PERSON NAMED IN			SQ1027	PALL Somestor	Spring Somestor
carl Jessup	\$72.72*			(12)		211				
	220.50*	150		(27)			(22)			
John Pfitech										20 30 3411 412
Aroma Brown	#100.				3211	2hr				
14 Salt	\$18.60*	3111	2hr	(30)						
P. Huntor	\$25.50*	10		(27)						
Maniet for ance Class	901.20*							0100.		
omen intramural opt.	\$81.74* 87.48* 397.08* 516.80							0000	students next yea and ciri for wome	f C.S.B.P. are available r. life guards ce assistance n may be taken
are Guard	074 - Pos	CONTROL OF THE PARTY OF THE PAR						\$250. \$450.	Tr no c.	as at prosent. S.M.P. students repriation is y for these two i

^{* -} Amount paid on the irregular payroll to March let.

1941-42			1942-	-43
nome Dolary	Fall Demester Spring Demester	1 have	falary.	Fall Gering
F.C. allen # 5400.	14. Ah 14 & 2nd Ang Tet Holy & 2nd Hay 200. 3 hus. (9) 37. 2 hus. (28) 65. 2 hus. (18) 89. 2 hus. (11) 10.½ (27) 14.½ (19)	Tallen	5460	200:00201. 37: 65. 89. 12. 185. 18. 18. 100.
E.R. Elbel 2880.	30. 3 km. (28) 40. 3 km. (5), 85. 2 km. (15) 73. 2 km. (40) 100. 3 km. (36) 202. 3 km. (41) 300. 2-4 (2) 312. 3 km. (4) 399. 1-4 (3) Intrameral &			30. 40. 773.
	3+W. 2 ho. (7) 34W. 2 ho. (4) 33 W. 2 11 (5) 63. 2 11 (10) 72. 1 11 (3) 10 20. 2 11 (3) 10 20. 2 11 (3) 10 20. 2 11 (3) 10 20. 2 11 (3) 10 20. 2 11 (3) 10 20. 2 11 (3) 10 20. 2 11 (3) 10 20. 2 11 (2)	Hoover	2350,	31 W 34 W 63

7-14

Jose Stapleton	2200.	64. 2 hos. (6) 84. 3 hos. (6) M94a, 24 (6) 24. ½ (10) 30 ½ (17) H60 A ½ (9) 45a ½ (14) B.½ (9)	32 W. 2 Y (9) 34 W. 2 Y (9) ALA = (9) 30 = (9) 460 = (1) 30 = (1) 460 = (1)	Stapleton	2200.	64. M944. 22/34. 45/a.	39. 32W. 34W. M942/ 446c.
Nic Hurt	600.	82. 2 L.s.		Hart	6000.	82.	
W. Rylogle		35. 2 Rm. (12)		Replance		35.	
Henry Phink		30 = (12) 31 = (15) 490+ = (7) + 30 = (45) 1 = (46) + 3 = (45) C= (4) B= (45) 1 = (45) + 3 = (45)	32M 2 (18) 34M: 2 (10) 34M: 2 (10) 34M: 2 (10) 34M: 2 (10)	Alehh,	2230	31.M 33.M 3124-7	78. 190. 32M 202-3 M94a. ming?
melba Schilleig		444 - 1 (4) 13a. 2 (17) 45a. 2 (4) 414 - (42)	120 2 km, (6) 120 2 (8) porty (7) 430 2 (79) 430 2 (4) 440 2 (52) 440, 2 (1) 450 2 (11) 450 8 2 (1)			13a.	68. 12a, c. 43a, c. 45a, c.

Robert W. Raugh	500.	41a. ½ (12) 31M. 2 (30)	34M.2()	asst.	500.	412.	3/M.
Um. Belt	75.	42a.8. ½ (15) 42 L.A. ½ (17) 8. ½ (14)	42a. ± (19) 42b. ± ()	Beet	75,	42a, 4	42 a, L.
Haven	15,	42a.a. ½(21)					
Clifford Nordstrom	29,50*	2a.A. ± (8). 8a. ± (19) 8 f. ± (21)	8a. ½ (32) 8 £. ½(.)	asst,		200. Sand 33M	92, L. 32M
Carl Jessup	72.72 *	2a.B = (13) 33M.2 (12)	32 M. 2 ()				
Enthall	20,50*		15a. 2(22) 15a. 2() 32M,2()			150	150 32M
John Pfitach	95,00+		3 + M, ~ () 3 + () 3 + M, ~ () 3 + () 4 1 & () () 8 1 ()			31M 33M	
* amount	said of	Former 1.					

murray Brown 100.00	32 M. 2()	ast,		
Pilney Dalt - 18.50× 31M.2 (30)				
7. P. Hunter 23.50* 12. = (27) 12: = (19)		asst.		
Prinist for 81,20*			100.00	
Office asst. Women 31.74* Intermed 87.48*			300.00	note; ly CDEP student are available next year,
Jese Sund Geneter \$74. Then Geneter \$74. Cohlmeyer (58,78*)			150.00.	life guards des office assistance for women may be taken present. If no CSEP appropriation necessary
* amount pried to Maria 1.				for there two items :

MAINTENANCE FUND REPORT

Expenditures for 1940-'41, Estimates for 1941-'42, and Requests for 1942-'43

DEPARTMENT OF

THE ARTIMENT OF					
ESOURCES:					Requested
			1940-41	1941-42	1942-43
Regular budget allowance			2,100.	1.600	2100 1
Balance forward from previo	us year		22.24	550,3	
Special budget allowance			450	685	500
			1 50000	1 1 1 1 2 2 2 2	*
Fee income		onglesse.	1 5 2 20	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
Other receipts Janes			173.30	417116	
- Hall Wasselfe			444 1135		
Momanta loaks	Louis Andrew Roman		F 000 00	11111711	
TOTALS			12071101	I TTELLE	
		/	1941-42		
XPENDITURES:	I Francisco de I	Expended	THE RESERVE OF THE PARTY OF THE	Total	Recommende
	Expended 1940-41		of Year	for year	
L. General Maintenance:				100	
Office supplies	252.76	144.34	50,00	1911,34	180.
Postage	219,50	111/184	75,00	186.94	180.
Printing					The same of the same of the same of the same of
Telephone & telegraph	131.20	59.36	35,00	94,36	100.
Repairs, etc.	501.09	150.73	20000	350,73	350
Freight & express	197, U.S	6,3/	10,00	16.31	25
*Lab. supplies	111/201.00	222.17	200,00	422,19	500
**Permanent equipment	682,90	990.01	100,00	920,01	5 00
Travel expense					
List below any additional					
items carried on your books,					
such as -		I be a second of the case of t			
Steno. Bureau services					
Vis. Instr. Bur. service	16,65				
Association dues	26.60	9,00	9 00	18,00	18.
Laundry	300,21	100.17	65,00	165.17	250
Photographic work	19.65				equilate in substitution of the left and the rest of the left and the
Mill and a second			25.00	25,00	
Labon on intranseral					
Lilla Balania id					
Low hard a large in Dan le		96,30	And the same of th	96,30	Incomment Version the compact resident and the
Installing & Alekaria					District Control of the Control of Control o
dem Lille an					
Barren and Land					
Danamarkh Ballerale	A CONTRACTOR OF THE REAL PROPERTY OF THE REAL PROPE	114,00		44,09	
15 as D. Parish Lord					Concession in the Concession of the Concession o
the 11 males of the		36,75		36.75	
I BU MA - Don to wanted and the	589,55		376,45	326,45	
	0011001	1861.07	1070,45	2605,07	
TOTALS	· I HUD TO BA		THE RESERVE THE PERSON NAMED IN COLUMN TWO IS NOT THE OWNER.		
Payroll (item 3b on	and comments and the same of t		And the second s	all specific and the second se	
2. Pavroll (item 3b on	and comments and the same of t		1 6 86,45	3118177	
2. Payroll (item 3b on Irregular Payroll Report)	and comments and the same of t	2,432.32	1686,45	MATERIAL PROPERTY AND ADDRESS OF THE PARTY O	1000mm 100mm 100

^{*}Include items covered by student laboratory fees, such as chemicals, animals, animal food, ice, gas, lab. outlines, etc.

**Itemize on reverse side.

PERMANENT EQUIPMENT - Itemized: (Combine smaller or miscellaneous Expended Expended Est. Rest Total Requested 1940-41 to date of year for year 1942-43 items) The same of the sa

REPORT 1212

MAINTENANCE FUND REPORT

Expenditures for 1940-'41, Estimates for 1941-'42, and Requests for 1942-'43

-- 、 - 化数数趋力量 DEPARTMENT OF RESOURCES: Requested 1940-41 1941-42 Regular budget allowance Balance forward from previous year Special budget allowance Fee income Other receipts EXPENDITURES: 1941-42 Ext. Rest Recommended Total Expended Expended 1940-41 1942-43 to Date of Year for year 1. General Maintenance: 100 Office supplies Postage Printing Telephone & telegraph **然然。00** Repairs, etc. 200.00 Freight & express 10.00 *Lab. supplies **Permanent equipment Ind.m Travel expense List below any additional items carried on your books, such as -Steno. Bureau services Vis. Instr. Bur. services Association dues Laundry Photographic work **经会员的发展的基本的企业** TOTALS 2. Payroll (item 3b on Irregular Payroll Report) GRAND TOTALS:

^{*}Include items covered by student laboratory fees, such as chemicals, animals, animal food, ice, gas, lab. outlines, etc.

^{**}Itemize on reverse side.

PERMANENT EQUIPMENT - Itemized: (Combine smaller or miscellaneous 1941-42 Expended Expended Est. Rest Total Requested 1940-41 to date of year for year 1942-43 items)

HOW TO MAKE OUT THE MAINTENANCE AND IRREGULAR PAYROLL REPORT FORMS FOR THE ANNUAL BUDGET CONFERENCES

Maintenance Fund Report

Under "Resources" list all departmental maintenance income, whether it is derived from budget allotments, student laboratory fees, commercial receipts, departmental transfer checks, or other sources. Some items for 1941-'42 and for 1942-'43 will be estimates, as in the case of laboratory fees. The column for 1942-'43 should be filled out completely. Please be sure that the estimated resources for 1942-'43 are equal to the proposed expenditures.

Under "Expenditures", show actual expenditures for last year, estimates for the current year, and recommendations for next year, following the classification used in your departmental records. The classification given on the report form is merely suggestive, and you may want to add to the list. Large departments may find it desirable to give a more detailed breakdown. The figures to be inserted on the "Payroll" line will be carried forward from item 3b of the Irregular Payroll Report.

Irregular Payroll Report

Under "Budget Allowance", list only the salary items alloted to your department for use on the irregular payroll. Do not list fee income or maintenance funds used for payroll purposes. For 1941-'42 be sure to give the items you are requesting; they should total not less than the figure you will report on line 3a, near the bottom of the page.

Under "Expenditures", classify for each year <u>all</u> irregular payrolls, regardless of what fund or allowance they are paid from. Include irregular payrolls charged against the salary budget allowances, fee income, maintenance funds, or other income.

Under "How Paid", show (a) how much of each year's expenditure is paid from the budget allowances listed at the top of the sheet, and (b) how much is paid from the departmental maintenance account (which includes income from fees and other sources as well as the regular maintenance allotment). Carry item "b" forward to the line marked "2. Payroll" on the Maintenance Fund Report.

It is planned that the budget conferences will start early in March. A complete schedule of the conferences will reach you later.

The necessary forms for your departmental reports are attached. Three copies are sent for each fund, one for use as a work sheet and two for presentation at the budget conference. Additional copies of both forms may be secured from the Chancellor's Office or will be sent on request.

If you have any questions about preparation of any phase of the reports, please feel free to call me.

RAYMOND NICHOLS,

Secretary of the Budget Committee

THE UNIVERSITY OF KANSAS Lawrence

Office of The Chancellor

February 11, 1942

To Heads of Departments:

The budget conference schedule for 1942-'43 is enclosed.

Each departmental budget is to be considered by a committee composed of the central budget committee, the head of the department concerned, and the dean of the school or director of the division in which the department is budgeted. The central committee is composed of Dean Stouffer (Chairman), Dean Lawson, Dean Moreau, and Mr. Nichols.

Department heads are urged to consult members of their permanent staffs for suggestions, and to bring to the conference any information or material bearing on their budget problems. It is important that departmental needs be presented in order of their importance.

A smaller enrollment is in prospect again next year as a result of the war effort. Since we depend on student fees for one-fourth of our income, and since every drop of 100 students curtails our income some \$10,000, we are faced with further budget readjustments.

If each chairman faces squarely the opportunities to curtail expenses in his department, I am hopeful that we can successfully adjust ourselves to meet changing conditions.

The maintenance and assistance report forms which are attached should be filled in and brought to the conference. The conferences will be held in the Conference Room, 225 Frank Strong Hall.

Sincerely yours,

DEANE W. MALOTT, Chancellow:

BUDGET CONFERENCE SCHEDULE for 1942-'43

Tuesday, Feb. 24	Thursday, March 5	Saturday, March 14
10:30 - Registrar's Office	10:30 - Sociology	10:30 - Voice
11:15 - Advanced Standing	11:30 - Latin & Greek	11:00 - Violin
	German	Orchestra
2:00 - Tch. Appt. Bureau		OTOTIOSOTO
2:30 - Military Science	2:00 - History	363 36
3:15 - Psych. Tests	3:00 - Political Science	Monday, March 16
3:30 - Univ. Press		10:30 - Public Sch. Musi
4:00 - Aids & Awards	4:00 - English	11:30 - Photo. Bureau
		2:30 - Piano
Wednesday, Feb. 25	Friday, March 6	3:00 - Fine Arts Adm.
10:30 - Women's Adviser	10:30 - Chem. Engr.	4:00 - Chancellor's Off
11:15 - Men's Adviser	2:30 - Architecture	N.Y.A. Office
Food Lab.	3:15 - Appl. Mech.	
2:30 - Libraries	4:00 - Engr. Drawing	Tuesday, March 17
	4.00 - THIST. TITE	10:30 - Draw. & Paint.
4:00 - Alumni Assn.	C 1 3 3 7	
4:30 - News Bureau	Saturday, March 7	2:00 - Design
	10:30 - Mech. Engr.	3:00 - Organ & Theory
Thursday, Feb. 26	11:30 - Aero. Engr.	4:00 - Band
10:30 - Business Office		
11:30 - Thayer Museum	Monday, March 9	Wednesday, March 18
2:00 - Extension Div.	10:30 - Mining Engr.	10:30 - Athletics
	Petr. Engr.	11:00 - Soc. Sc. Series
Friday, Feb. 27	2:30 - Education	11:30 - Humanistic Serie
10:30 - Museum of Paleon.		2:30 - Physiology
11:30 - Museum of Mammals	Tuesday, March 10	3:30 - Bacteriology
TT. DO - MUSEUM OT MEMILIANS		4:30 - Science Bulletin
~	10:30 - Elec. Engr.	
Saturday, Feb. 28	11:30 - Engr. Adm.	Mbarrador Morch 10
10:30 - Corbin Hall	2:00 - Psychology	Thursday, March 19
11:30 - Wilcox Museum	3:00 - Geology	11:15 - Speech & Drama
		2:00 - Entomology
Monday, March 2	Wednesday, March 11	Entom. Museum
11:15 - Philosophy	10:30 - Physical Education	Entom. Field Ser
2:30 - Economics	2:30 - Physics	3:00 - Rom. Languages
Business Statistics		4:00 - College Adm.
Sec. Training		4:30 - Graduate Adm.
Business Research	Thursday, March 12	
Day These rice our	10:30 - Zoology	Friday, March 20
	2:00 - Chemistry	10:30 - Law
Tuesday, March 3		2:30 - Geol. Survey
10:30 - Pharmacy	3:30 - Mathematics	c. ou acor. par ves
Drug Lab.	4:30 - Home Economics	~
2:00 - Bldg. & Grounds		Saturday, March 21
	Friday, March 13	10:30 - Health Service
Wednesday, March 4	10:30 - Civil Engr.	
10:30 - Journalism	11:30 - Machine Constr.	Wednesday, April 8
11:30 - Endowment Assn.	2:30 - Water Lab. &	9:00 - Medicine, at
2:30 - Botany	Sanitary Engr.	Kansas City
3:30 - Biochemistry	3:30 - Weights & Measures	
J. DIOCHEMITSOLA		

Lyth Zah. \$275, Ex

Expenditures of Physical Education Department for Equipment, etc., for Recreation Program

Summer Session - 1941

10 sacks lime for marking courts	1
2 canvas covers for pianos 7.90)
2 Goal-Hi standards	1
l metal slide 60.00	1
Floodlights for quadrangle)
Total \$238.90	

Expenditures of Athletic Association for material and labor on large "monkey-maze" . . . \$148.90

Due Athletic Association for labor on playground during summer session

Duonster Cluck # 6793 fun Byso received firm Mr. Chandler ou Sept. 9. I

31000

34.29 34.29 134.29

EXPENDITURES:

Office assistance (3 offices) 745.7

Pianist

Equipment maintenance

Towel room

Golf course, labor on

Life guard, pool (men) (women)

Labor on new tennis court

Care of equipment, summer

12.84 1342.35*

37.78

32,28

206,46

Assistant instructors:

T. P. Hunter
Sidney Salt
Murray Brown
John Pfitsch
Ed Hall
Carl Jessup
Clifford Nordstrom
Haven Glassmire
William Belt

IRREGULAR PAYROLL REPORT

Expenditures from Salary Budget Allowances, Fee Income, or Maintenance Fund

DEPARTMENT OF	

BUDGET ALLOWANCE:	1940-41	1941-42	Requested 1942-43	
#7-Inneferre & Stres	400	新教学		
#11 Louis roman	800	800	1800	
arch. Instructors	1000	2300		
	2200	3/00		
		3 3		
EXPENDITURES:	i roli lio			
Expended Expende	d Est. Rest	Total	1	

2. EXPENDITURES:		1941-42			
	Expended	Expended	Est.Rest	Total	Recommended
	11940-41	to Date *	of Year	for Year	1942-43
Typist + cleric	112.70				
Stenographer	364.26	2			
Office assistance	269,10	5/6,30%	150,00	656,30	2
Technical assistance + aut. instr.	#18,31	762.85	125,00	887.85	
Laboratory assistance		81			
Art Work Pinnigh		8/120	20,00	101.20	100,00
Dishwashing					
Storeroom assistance.					
Animal care					
Equipment maintenance	236,60		375,00	771 AD	
Enrollment assistance	5 7 7				
Level Koon "	1721.40	1800.00)	800,00	
- State	26-13				
Jak Course Laboron		37.986	35,00	72.98	
hije great-fool		(7936)	30,00	120,36	
- Lebouton terms Cerste		85.05		9.5,05	
- Merestin from		206.46	151,45	257.91	
- dellate the teacher	-				
		152,78	, 2 5,00	157,78	1,50,00
- Augusten		ow CSEP			45,00
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Hitaly Hall					
- Truraga Jorann 100,00					
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A 0 10 12 22 22					
N 71 () 1 7 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1					
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Havere TOTALS	122000	125 T 25 12 F 2	6000	211211	
T HOW PATD Self	2357.93	2851.34	660,00	3511,34	
a. From salary budget allowance		The same of the sa	A STATE OF THE PARTY OF THE PAR		
b. From maintenance account*	15793	400451	7171311	7111 300	
TOTALS	2 2 500 500	2851.34	The state of the s	7 -11 277	
	1423/13		66700	المسالما	

^{*}Carry totals on this line forward to item 2. Payroll, on Maintenance Fund Report sheet.

* man. 1

IRREGULAR PAYROLL REPORT

Expenditures from Salary Budget Allowances, Fee Income, or Maintenance Fund

1300 trans. +1 DEPARTMENT OF 1. BUDGET ALLOWANCE: Requested Transferred to easterno fund (47) Town I moon Appletont instructors wif compulatory P.E. is adopted. 2. EXPENDITURES: Expended Expended Est. Rest Total Recommended of Year for Year 1942-43 Typist A minuteni 175.00 Stenographer Office assistance Home Technical assistance a place inch. 410-31 500.00 Laboratory assistance Art Work Dishwashing Storeroom assistance Animal care Equipment maintenance Enrollment assistance 800.00 000,00 Towel room 1200_00e Intromurala holf course, labor on 75.00 Life guard, pool 150.00 Recreation - core of equipment eskest. for 3 offices (women's, men's and intromunals.) HOW PAID: a. From salary budget allowance b. From maintenance account*

TOTALS......

^{*}Carry totals on this line forward to item 2. Payroll, on Maintenance Fund Report sheet.

3.85 236.60 3.50 1,05 1392 1,75 7.50 8,05 6.00 14,00 1140 5,25 2.98 250,25 14.75 5,25 7,23 3.15 8.84 9,00 3.15 9.80 3,50 1,80 4,20 4.40 210 24.94 13.35 13.50 2.45 2.80 8,40 18,73 62.70 29.60 31.41 14.75 36,48 258,62 24,94

118,13 927.46 20,65 207.14 1751.80