May 27, 1943.

To the Budget Committee:

The most urgent need of play facilities for the students here at the University of Kansas is all-weather tennis courts. For years we have endeavored to get at least one reinforced concrete tennis court on the unit basis, but each and every time we have failed, from lack of appropriation.

Tuesday I spoke at the Miltonvale Rural High School commencement. While in Miltonvale I drove over the town and was shown Methodist Wesleyan College, a small denominational school of 250 students, and many of those academy students. With pride they showed me a new reinforced concrete tennis court that made my mouth water.

I find these all-weather courts at these smaller schools, and yet we are unable to get even one for the University. If, after we get the swimming pool fixed up in the best possible order, would it not be thinkable that we could use this balance in physical education for this most worthwhile project?

Very sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH

P.S. It takes one dollar per day per court to sprinkle, roll and mark a tennis court. A gravel tennis court is comparable to a gravel road. The maintenance is such that it soon runs into the near cost of concrete. We will mark the courts on an average of ten times per month. You can figure yourself the tremendous cost.

F.C.A.

IRREGULAR PAYROLL REPORT

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

DEPARTMENT OF Phys. Ed.

1. BUDGET ALLOWANCE :

	1941-42	1942-43	Requested 1943-44
Towel Room	800.00	800.00	800.00
Assistant Instructors	2300.00	2300.00	2300.00
Special Appropriation for Assistance	3100.00	6170.00	3100.00

2. EXPENDITURES :

	Expended 1941-42	(Mar.1) 1942-43 Expended to Date	Est. Rest of Year	Total for Year	Recommended 1943-44
Typist	200.47	94.68	90.00	184.68	150.00
Stenographer	288.13				
Office assistance	187.09	426.42	350.00	776.42	700.00
Technical assistance					
Laboratory assistance					
Art Work					
Dishwashing					
Storeroom assistance					
Animal care					
Equipment maintenance					
Enrollment assistance					
Asst. Instructors	395.65	1440.65	1200.00	2640.65	2000.00
Life guards	110.09	15.58	120.00	135.58	150.00
Pianist	161.35	76.30	50.00	126.30	150.00
Towel room assistance	1427.22	1449.96	1100.00	2549.96	2500.00
Student labor on upkeep of playgrounds	465.69				
Golf course	87.51				
Care of summer equipment	206.46				
Labor on Foster Tennis court	159.23				
Repair of archery equipment		28.10	10.00	38.10	
TOTALS	3688.89	3531.69	2920.00	6451.69	5650.00

3. HOW PAID :

a. From salary budget allowance	3100.00	3531.69	2920.00	6170.00	3100.00
b. From maint. or fee account*	588.89			281.69	2550.00
TOTALS	3688.89			6451.69	5650.00

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

On reverse side please give your current hourly pay rates.

HOURLY RATES FOR STUDENT HELP, 1942-43

-- --

Classification	Rates	Remarks
Stenographer	35¢	
Typist	35¢	
Clerk	35¢	
Lab. assistant (technical)		
Lab. assistant (teaching)		
Paper grader		
Artist		
Storeroom assistant		
Laborer		
Dishwasher		
Equipment repairman		
Assistant instructor	50¢	
Towel room assistants	35¢	
Pianists	35¢	
Life Guards	35¢	

MAINTENANCE FUND REPORT

Expenditures in 1941-'42, Estimates for 1942-'43, and Requests for 1943-'44

DEPARTMENT OF Phys. Ed.

RESOURCES :	1941-42	1942-43	Requested 1943-44
Regular budget allowance	1600.00	1600.00	1600.00
Balance forward from previous year	550.31	645.38	
Special budget allowance	685.00	400.00	400.00
Fee income	1260.62	9654.27	5000.00 est.
Other receipts Unappropriated funds		1930.00	
Transfer deposits	415.43	19.50	
TOTALS	4511.36	14,239.15	7000.00

EXPENDITURES :	Expended 1941-42	Expended to Date (Mar.1) 1942-43	Est. Rest of Year	Total for Year	Recommended 1943-44
1. General Maintenance :					
Office supplies	182.30	128.39	75.00	203.39	200.00
Postage	154.54	103.90	50.00	153.90	150.00
Printing					
Telephone & telegraph	96.33	55.85	40.00	95.85	100.00
Repairs, etc.					
Freight & express	12.24	7.17	5.00	12.17	15.00
*Lab. supplies	321.84	1094.99	500.00	1594.99	975.00
**Permanent equipment	972.28	1493.10	250.00	1743.10	1000.00
Travel expense					
List below any additional items carried on your books, such as -					
Steno. Bureau services					
Vis. Instr. Bur. services					
Association dues	11.00	7.00	5.00	12.00	12.00
Laundry	179.93	479.96	350.00	829.96	600.00
Photographic work					
Repair of equipment and care of play fields	835.46	656.94	400.00	1056.94	800.00
Leage - Spencer Tract	60.00	100.00		100.00	100.00
Fee refunds		397.71	400.00	797.71	500.00
TOTALS	2825.72	4525.01	2075.00	6600.01	4450.00
2. Payroll (item 3b on Irregular Payroll Report)	588.89			281.69	2550.00
GRAND TOTALS :	3414.61			6881.70	7000.00

*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 items)		1942-43			
	Expended 1941-42	Expended to Date	Est. Rest of Year	Total for Year	Requested 1943-44
Piano	75.00				
Records	6.40				
Pipe for tennis courts	27.36				
Bookcase	29.28				
Mats	126.66				
Piano	60.00				
Climbing Rope	15.00				
Slide	36.00				
Tennis Nets	85.26				
Horizontal Bar	97.10				
Mimeograph	60.00				
Piano cover	3.95				
Wire netting for tennis courts	15.30				
Mat truck	88.00				
Wands and rack	20.80				
Parallel bar	51.20				
Floodlights for playground	105.88				
Wire netting(Foster tennis court)	69.09				
Towels		1258.00			
Pool cleandr		150.00			
Electric clock		5.50			
Timers, horns, whistles		19.11			
Climbing ropes		38.71			
Badminton rackets & presses		20.48			
Elec. pencil for marking equipment		1.30			
Mats			200.00		
Climbing ropes			40.00		
Benches in dressing room			10.00		
Towels					1000.00
TOTALS	972.28	1493.10	250.00	1743.10	1000.00

apr, 15, 43

Swimming Pool Estimate

.Towels in use.

400----------New towelsin use.
42----------Old P.E. Towels.
22----------KW A A towels
464----------
600----------
280---------- Towels at the laundry. Probably 80 of whech are old KUPE AND KUAA towels.

1344
386 ----------New towels in the storeroom.

1730
323----------Women's good towels.
53---------- " towels with frayed edges.
2106
30----------Dirty towels that came in during the hOur.

2136----------Total Number of towels.

150 Charged to students

Ralph E. Schaake

MAINTENANCE FUND REPORT

Expenditures in 1941-'42, Estimates for 1942-'43, and Requests for 1943-'44

DEPARTMENT OF Phys. Ed.

RESOURCES :	1941-42	1942-43	Requested 1943-44
Regular budget allowance	1600.00	1600.00	1600.00
Balance forward from previous year	550.31	645.38	
Special budget allowance	685.00	400.00	400.00 ?
Fee income	1260.62	9654.27	5000.00 est. ?
Other receipts — Unappropriated funds		1930.00	
Transfer deposits	415.43	19.50	
TOTALS	4511.36	14,239.15	7000.00

Pool - Soda Ash Filter Alum Water Tester Instruments Pool Cleaner Chlorine Pump ? 1200 sq. ft. Tile

Filter

EXPENDITURES :	Expended 1941-42	Expended to Date	Est. Rest of Year	Total for Year	Recommended 1943-44
		mar. 1 1942-43			
1. General Maintenance :					
Office supplies	182.30	128.39	75.00	203.39	200.00
Postage	154.54	103.90	50.00	153.90	150.00
Printing					
Telephone & telegraph	96.13	55.85	40.00	95.85	100.00
Repairs, etc.					
Freight & express	12.24	7.17	5.00	12.17	15.00
*Lab. supplies	321.84	1094.99	500.00	1594.99	973.00
**Permanent equipment	972.28	1493.10	250.00	1743.10	1000.00
Travel expense					

Intramural Commando major Facility

List below any additional items carried on your books, such as -

Steno. Bureau services					
Vis. Instr. Bur. services					
Association dues	11.00	7.00	5.00	12.00	12.00
Laundry	179.93	479.96	350.00	829.96	600.00
Photographic work					
Repair of equipment and care of play fields	835.46	656.94	400.00	1056.94	800.00
Lease - Spencer Tract	60.00	100.00		100.00	100.00
Fee refunds		397.71	400.00	797.71	500.00
TOTALS	2825.72	4525.01	2075.00	6600.01	4450.00
2. Payroll (item 3b on Irregular Payroll Report)	588.89			281.69	2550.00
GRAND TOTALS :	3414.61			6881.70	7000.00

*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 items)		1942-43			
	Expended 1941-42	Expended to Date	Est. Rest of Year	Total for Year	Requested 1943-44
Piano	75.00				
Records	6.40				
Pipe for tennis courts	27.36				
Bookcase	29.28				
Mats	126.66				
Piano	60.00				
Climbing Rope	15.00				
Slide	36.00				
Tennis Nets	85.26				
Horizontal Bar	97.10				
Mimeograph	60.00				
Piano cover	3.95				
Wire netting for tennis courts	15.30				
Mat truck	88.00				
Wands and rack	20.80				
Parallel bar	51.20				
Floodlights for playground	105.88				
Wire netting (Foster tennis court)	69.09				
Towels		1258.00			
Pool Cleaner		150.00			
Electric clock		5.50			
Timers, horns, whistles		19.11			
Climbing ropes		38.71			
Badminton rackets & presses		20.48			
Elec. pencil for marking equipment		1.30			
Mats			200.00		
Climbing ropes			40.00		
Benches in dressing room			10.00		
Towels					1000.00
TOTALS	972.28	1493.10	250.00	1743.10	1000.00

IRREGULAR PAYROLL REPORT

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

DEPARTMENT OF Phys. Ed.

1. BUDGET ALLOWANCE :

	1941-42	1942-43	Requested 1943-44
Towel Room	800.00	800.00	800.00
Assistant Instructors	2300.00	2300.00	2300.00
Special Appropriation for Assistance		3070.00	
	3100.00	6170.00	3100.00

2. EXPENDITURES :

	Expended 1941-42	Expended to Date (Mar. 1 1942-43)	Est. Rest of Year (1942-43)	Total for Year (1942-43)	Recommended 1943-44
Typist	200.47	94.68	90.00	184.68	150.00
Stenographer	288.13				
Office assistance	187.09	426.42	350.00	776.42	700.00
Technical assistance					
Laboratory assistance					
Art Work					
Dishwashing					
Storeroom assistance					
Animal care					
Equipment maintenance					
Enrollment assistance					
Asst. Instructors	395.65	1440.65	1200.00	2640.65	2000.00
Life guards	110.09	15.58	120.00	135.58	150.00
Pianist	161.35	76.30	50.00	126.30	150.00
Towel room assistance	1427.22	1449.96	1100.00	2549.96	2500.00
Student labor on upkeep of playgrounds	465.69				
Golf course	87.51				
Care of summer equipment	206.46				
Labor on Foster Tennis court	159.23				
Repair of archery equipment		28.10	10.00	38.10	
TOTALS	3688.89	3531.69	2920.00	6451.69	5650.00

3. HOW PAID :

a. From salary budget allowance	3100.00	3531.69	2920.00	6170.00	3100.00
b. From maint. or fee account*	588.89			281.69	2550.00
TOTALS	3688.89			6451.69	5650.00

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

On reverse side please give your current hourly pay rates.

HOURLY RATES FOR STUDENT HELP, 1942-43

-- --

Classification	Rates	Remarks
Stenographer	35¢	
Typist	35¢	
Clerk	35¢	
Lab. assistant (technical)		
Lab. assistant (teaching)		
Paper grader		
Artist		
Storeroom assistant		
Laborer		
Dishwasher		
Equipment repairman		
Assistant instructor	50¢	
Towel room assistants	35¢	
Pianists	35¢	
Life Guards	35¢	

ORIGINAL

2/3 1943

To Dept. of Physical Education

In account with

University of Kansas Athletic Association

Lawrence

No. 1684

Make all payments to
University of Kansas Athletic Association

Aug. 21 - Sept. 12	21.80
Sept. 14 - " 26	45.64
Sept. 28 - Oct. 10	95.25
Oct. 10 - " 24	25.20
Oct. 26 Nov. 7	25.90
Nov. 9 " 21	- 19.20
Nov. 23 Dec. 5	0
Dec. 7 " 19	9.80
" 21 Jan 2	17.15
Jan 4 - 6 " 16	3.60
Share of Jan. electricity + Water 9/28 - 1/16/43	35.05
Janitor Service Dec. 1 - Jan. 15	60.00
#	358.59

Pd. 2/3/43
Jr. #774

MEMO - Budget Conference

$358.59 paid to K. U. Athletic Association for labor on upkeep of equipment; share of gas, electricity and water at the stadium; ($35.05) janitor service at stadium to Jan. 15. (60.00)

$95.05

How are we to be reimbursed for this?

Reimbursement for $100.00 lease on Spencer tract?

Geo. O. Foster Court 27.36 Supt
59.23 Labor 270.68
69.09 Milling
255.68 +15% Ch'd

Golf course - 6th hole (Capt. Buhl)

Permission to use these equipment Phy Ed or Ath?

Benches or bleachers requested by the Navy.

Swimming Pool Filter Chlorination

Dell Davidson

Bun Rogers

Mr. Hutchinson

Dean Nesmith

Cat Fever

Legislative increase of salaries

Correspondence courses

Towels

MEMO - Budget Conference

$358.59 paid to K. U. Athletic Association for labor on upkeep of equipment;: share of gas, electricity and water at the stadium; ($35.05) janitor service at stadium to Jan. 15. (60.00)

How are we to be reimbursed for this?

Reimbursement for $100.00 lease on Spencer tract?

Golf course - 6th hole (Capt. Buhl)

Benches or bleachers requested by the Navy.

Dell Davidson

Bun Rogers

Mr. Hutchinson

Dean Nesmith

Legislative increase of salaries

Correspondence courses

Towels

MEMO - Budget Conference

$358.59 paid to K. U. Athletic Association for labor on upkeep of equipment;: share of gas, electricity and water at the stadium; ($35.05) janitor service at stadium to Jan. 15. (60.00)

How are we to be reimbursed for this?

Reimbursement for $100.00 lease on Spencer tract?

Golf course - 6th hole (Capt. Buhl)

Benches or bleachers requested by the Navy.

Dell Davidson

Bun Rogers

Mr. Hutchinson

Dean Nesmith

Legislative increase of salaries

Correspondence courses

Towels

BUDGET RECOMMENDATIONS FOR 194__-194__

DEPARTMENT OF VII - C. Physical Education

NAMES	Months of Service	DATA FOR CURRENT YEAR Position	DATA FOR CURRENT YEAR Salary	RECOMMENDATIONS OF COMMITTEE Position	RECOMMENDATIONS OF COMMITTEE Salary	CHANCELLOR'S RECOMMENDATIONS	REMARKS
1. F. C. Allen	9	Professor Athletics Ath. Assoc.	2200 900 2300 5400				
2. E. R. Elbel	9	Assoc.Prof	On leave				
3. Ruth Hoover	9	Asst. Prof	2383.33*				
4.Joie Stapleton	9	Asst. Prof Education	1868.33* 365 2233.33				
5. Vic Hurt	10	Asst. Prof Athletics Athl.Assoc	300# 1700 4000 6000				
6. Henry Shenk	9	Asst. Prof Education	2038.88* 400 2438.88				
TOTAL SALARIES FOR DEPARTMENT							
MAINTENANCE: Regular							
Special							

* Increased as follows
3. Dec. 1 - from 261.11 to 266.66 mo.
4. Dec. 1 - from 244.44 to 250.00 mo.
6. Oct. 1 - from 261.11 to 272.72 mo.

\# Resigned Jan. 31.

BUDGET RECOMMENDATIONS FOR 194__-194__

DEPARTMENT OF VII - C. Physical Education -- continued

NAMES	Months of Service	DATA FOR CURRENT YEAR Position	DATA FOR CURRENT YEAR Salary	RECOMMENDATIONS OF COMMITTEE Position	RECOMMENDATIONS OF COMMITTEE Salary	CHANCELLOR'S RECOMMENDATIONS	REMARKS
7. Beverly Bliss	9	Instructor	1400				
8. R. R. Strait	9	Instructor	2300				
9. Wayne Replogle	10	Instructor	300##				
		Athletics	600				
		Athl. Assoc	1600				
			2500				
10. A. Hulteen	12	Cl-Steno I	1000.50*				
11. Balance from No. 3			500				
12. Assistance:			6670				
Towell room		800					
Asst. Instr.		2800					
Phys. Cond.		3070					
TOTAL SALARIES FOR DEPARTMENT			20,960.98				
MAINTENANCE: Regular			1,600				
Special			2,330**				

Resigned Nov. 30

* Increased March 1 from 75 to 90 mo.
April 1 from 90 to 103.50

** Includes $1930 for physical conditioning

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

1. Maintenance Fund Report

Under "Resources", list all departmental maintenance income, whether derived from budget allotments, student laboratory fees, commercial receipts, departmental transfer checks, or other sources. Some items for 1942-'43 and for 1943-'44 will be estimates, as in the case of laboratory fees. The column for 1943-'44 should be filled out completely. Please be sure that the estimated resources for 1943-'44 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.

2. 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 1942-'43 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 all irregular payrolls, regardless of what fund or allowance they are paid from. Include irregular payrolls charged against 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 late 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 the reports, please feel free to call me.

RAYMOND NICHOLS,

Secretary of the Budget Committee

BUDGET CONFERENCE SCHEDULE
FOR 1943-1944

Monday, March 29
9:00 Advanced Standing
9:30 Registrar
11:00 Men's Adviser
Food Lab.
2:00 Women's Adviser
3:00 News Bureau
3:30 Alumni Office
4:00 Psych. Tests

Tuesday, March 30
9:30 Libraries
2:00 Business Office
3:30 University Press
4:00 Men's Employment Bureau

Wednesday, March 31
9:00 Extension Division
2:00 Museum of Paleontology
3:00 Museum of Mammals
3:30 Biochemistry

Thursday, April 1
9:30 Buildings and Grounds
2:00 Education
Univ. H.S.

Friday, April 2
9:30 Geol. Survey
2:00 Home Economics
3:30 Political Science
Bur. Govt. Res.

Saturday, April 3
9:00 Violin
Orchestra
10:00 Voice
10:45 Organ and Theory
11:30 Piano
Fine Arts Administration

Monday, April 5
9:00 English
11:00 German
2:00 Geology
Geol. Mus.
3:30 Journalism

Tuesday, April 6
9:30 Speech and Drama
10:30 Psychology
2:00 History
3:00 Botany

Wednesday, April 7
9:00 Entomology
Entom. Field Service
Entom. Museum
10:30 Sociology
2:00 Philosophy
3:00 Bacteriology
4:00 Physiology

Thursday, April 8
9:30 Corbin Hall
2:00 Physical Education
3:00 Aids and Awards
4:00 Thayer Museum
4:30 Wilcox Museum

Friday, April 9
9:00 Economics
Business Series
10:30 Secretarial Training
2:00 Romance Lang.
3:30 Drawing and Painting

Monday, April 12
9:00 Military Science
10:00 Graduate School
10:30 Law
2:00 Photo. Bureau
2:30 Science Bulletin
3:00 Teach. Appt. Bur.
Educ. Series
3:30 Soc. Sci. Series
4:00 Humanistic Series
Latin and Greek

Tuesday, April 13
2:00 Chem. Engr.
3:30 Engr. Drawing

Wednesday, April 14
9:30 Mining & Petrol.
10:30 Aero. Engr.
3:30 Anatomy
4:30 Univ. Hospitals

Thursday, April 15
9:30 Civil Engr.
10:30 Electrical Engr.
2:00 Architecture
3:00 Mech. Engr.

Friday, April 16
9:30 Appl. Mech.
10:30 Shop Practice
2:00 Pharmacy
Drug. Lab.

Saturday, April 17
9:00 Design
10:00 Band
11:00 Public Sch. Music

Monday, April 19
9:00 Physics
10:30 Zoology
2:30 Chemistry
4:00 College Adm.

Tuesday, April 20
9:30 Mathematics
10:30 Engr. Adm.
2:00 Chancellor's O.
3:00 Endowment Assoc.
3:30 Wts. & Measures

Wednesday, April 21
9:00 Sch. of Medicine
at Kansas City

Thursday, April 22
9:30 Health Service
2:00 Water Lab.
San. Engr.

THE UNIVERSITY OF KANSAS
Lawrence

Office of
The Chancellor

March 23, 1943

To Heads of Departments:

The budget conference schedule for 1943-44 is enclosed.

Please be prepared to discuss the following:

(1) Possible disposition of any surplus of teaching personnel which seems likely to develop before or by next fall.

(2) Further streamlining of courses -- either by elimination, combination, or alternate semester or year offerings, to meet the possible curtailment of student enrollment.

(3) Possible curtailment of secretarial, laboratory, or part-time assistance because of the serious shortage of manpower.

(4) Any adjustments or developments of curricula, which may seem possible to you to increase the usefulness of your department to the war effort, or to the vital problems confronting the post-war world.

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

The maintenance and assistance report forms sent to you earlier should be filled in and brought to the conference. The conferences will be held in the Chancellor's Office.

DEANE W. MALOTT
Chancellor

THE UNIVERSITY OF KANSAS
LAWRENCE

OFFICE OF
THE CHANCELLOR

September 1, 1942

Dr. F. C. Allen
105 Robinson
Campus

My dear Dr. Allen:

I am asking the Board of Regents to transfer $5,000 from our reserve balances to cover the cost of the physical conditioning program, as approved by the Chancellor. This will be divided as follows:

Maintenance	$1,930 —
Assistance	$3,070 —

This is all there is in sight, so that your purchases and staff will have to be arranged within the total of $5,000.

As to the locks for the women's department, I should say that this is a matter for you to work out in the department. I am not sure that your budget will stand the purchase of several hundred locks for resale to students, but if you are sure of the sales during the school year, you should not be concerned.

I wonder, however, if it would not be simpler all the way around to ask the students to provide their own locks from other sources.

Sincerely yours,

Raymond Nichols

Executive Secretary

RN:a
Encl.

3070
1175
1895.

C. Physical Education

1. F. C. Allen	9	Professor	2200	
		Athletics	900	
		Athl. Assoc.	2300	
			5400	
2. E. R. Elbel	9	Assoc. Prof.	On leave	
3. L. E. Morehouse	9	Asst. Prof.	2500	(resigned Oct. 10)
4. Ruth Hoover	9	Asst. Prof.	2350	
5. Joie Stapleton	9	Asst. Prof.	1835	
		Education	365	
			2200	
6. Vic Hurt	10	Asst. Prof.	300	
		Athletics	1700	
		Athletic Assoc.	4000	
			6000	
7. Henry Shenk	9	Asst. Prof.	1950	
		Education	400	
			2350	
8. Jean Bliss	9	Instructor	1400	
9. Reginald Strait	9	Instructor	2300	(beginning Oct. 10)
10. Wayne Replogle	4½	Instructor	300	
11.	9	Asst. Instr.	500	
12. Alberta Hulteen	12	Secretary	900	
13. Assistance:				
Towel room		$800		
Asst. Instructors		2300		
		Total Salaries	17,335	(original total)
		Maintenance	1,600	
		Spec. Maintenance	400	
Sept. 1 - from reserve balances:		Maintenance	1,930	
		Assistance	3,070	

C. Physical Education

1. F. C. Allen	9	Professor	2200	
		Athletics	900	
		Athl. Assoc.	2300	
			5400	
2. E. R. Elbel	9	Assoc. Prof.	On leave	
3. L. E. Morehouse	9	Asst. Prof.	2500	(resigned Oct. 10)
4. Ruth Hoover	9	Asst. Prof.	2350	
5. Joie Stapleton	9	Asst. Prof.	1835	
		Education	365	
			2200	
6. Vic Hurt	10	Asst. Prof.	300	
		Athletics	1700	
		Athletic Assoc.	4000	
			6000	
7. Henry Shenk	9	Asst. Prof.	1950	
		Education	400	
			2350	
8. Jean Bliss	9	Instructor	1400	
9. Reginald Strait	9	Instructor	2300	(beginning Oct. 10)
10. Wayne Replogle	4½	Instructor	300	
11.	9	Asst. Instr.	500	
12. Alberta Hulteen	12	Secretary	900	
13. Assistance:				
Towel room		$800		
Asst. Instructors		2300		
		Total Salaries	17,335	(original total)
		Maintenance	1,600	
		Spec. Maintenance	400	
Sept. 1 - from reserve balances:		Maintenance	1,930	
		Assistance	3,070	

C. Physical Education

1. F. C. Allen	9	Professor	2200	
		Athletics	900	
		Athl. Assoc.	2300	
			5400	
2. E. R. Elbel	9	Assoc. Prof.	On leave	
3. L. E. Morehouse	9	Asst. Prof.	2500	(resigned Oct. 10)
4. Ruth Hoover	9	Asst. Prof.	2350	
5. Joie Stapleton	9	Asst. Prof.	1835	
		Education	365	
			2200	
6. Vic Hurt	10	Asst. Prof.	300	
		Athletics	1700	
		Athletic Assoc.	4000	
			6000	
7. Henry Shenk	9	Asst. Prof.	1950	
		Education	400	
			2350	
8. Jean Bliss	9	Instructor	1400	
9. Reginald Strait	9	Instructor	2300	(beginning Oct. 10)
10. Wayne Replogle	4½	Instructor	300	
11.	9	Asst. Instr.	500	
12. Alberta Hulteen	12	Secretary	900	
13. Assistance:				
Towel room		$800		
Asst. Instructors		2300		
		Total Salaries	17,335	(original total)
		Maintenance	1,600	
		Spec. Maintenance	400	
Sept. 1 - from reserve balances:		Maintenance	1,930	
		Assistance	3,070	

The University of Kansas
Lawrence

Office of
The Chancellor

June 2, 1941

TO HEADS OF DEPARTMENTS:

The budget for the coming year for your department, 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 pay roll 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.

On account of the late date, we shall greatly appreciate your prompt cooperation. Blanks for your use are enclosed.

DEANE W. MALOTT,
Chancellor

THE UNIVERSITY OF KANSAS
LAWRENCE

OFFICE OF
THE CHANCELLOR

April 14, 1941

Dr. F. C. Allen
University of Kansas

Dear Dr. Allen:

I am glad to inform you that the Board of Regents approved the addition of $400 to your departmental maintenance allotment for the current fiscal year. This is the addition that was discussed in the budget conference.

Sincerely yours,

Raymond Nichols

Executive Secretary

R

July 1940 — march 1 - 1941

Fees	Telephone ✓	Express ✓	Vis. Instr. Bur. ✓
120.00	14.65	2.76	2.00
685.00	.65	.55	2.90
92.20	.65	11.44	1.75
3.75	5.25	.77	6.65
.75	.65	9.50	
1.40	12.47	2.61	
563.10	.65	5.30	
1.75	6.34	.39	
1449.95	.65	3.03	
	14.83	.33	
	.65	.75	
	9.12	37.43	
	.65		
	8.79		
	.65		
	4.55		
	81.20		

Press

2.10
2.25
4.35

Per. Equipt. ✓

26.00 (Skylux)
4.65 (lamp - Elbel)
34.64 (Skylux)
25.46 (Electric fan)
16.13 (Steel Storage Cabinet)
30.42 (Lawnmower, file etc.)
9.50 (steak grills)
29.50 (12' special Goal-Ki standard)
176.30

Misc ✓

25.00 (Hockey Day)

Subscriptions ✓

3.06 (Kansan)

Lat ✓

.75 (Hypo)
163.91
21.20
10.29
19.50
5.88
6.17
7.84
14.11
10.88
12.60
22.77
9.60
23.42
20.58
.45
4.12
11.66
16.17
165.06
.50
2.77
550.23

4291.57
4275.51
16.06
~~36~~

July 1940 - March 1 - 1941

Office Supplies ✓

4.05
1.20
.85
3.32
2.80
.65
1.80
3.40
.65
1.55
.27
1.80
.90
2.55
3.00
.66
.75
.60
.90

95.29
(Press) 4.35

99.64

3.90
.65
6.50
3.45
1.15
.20
.84
3.46
.25
1.20 (Gul. Paper)
.80
.65
3.85
1.32
.30 (Press)
.29
1.20
.20
1.30
.40
.20
2.14
1.00
.40
.80
.95
4.03
1.20
1.25
1.23
2.64
.80
2.85
1.10
.40
.80
1.00 (Bur. of Printing)
.90
1.14
3.90
.25
.20
2.00 (Bur. of Printing)
.50

Postage ✓

6.00
6.00
1.80
6.00
6.00
1.50
.50
6.00
.90
3.00
.45
6.00
1.30
.50
6.75
3.75
6.00
1.40
.18
1.75
7.00
4.00
1.60
.75
6.00
4.00
6.00
.54
6.75
1.00
1.00
.25
3.00
1.00
1.25
6.00

120.42

Repairs ✓ Bldg. & Grounds

20.05
9.34
5.15
8.98
22.77
6.73
5.88
15.28
5.95
.90
3.27
12.95
5.29
5.00
7.25
.50
1.04
.50
5.19
114.90
2.50

248.52

Photographic Bur. ✓

1.95
7.70
9.65

Laundry ✓

10.49
.84
36.74
22.11
21.37
18.79
110.34

1940-41

clerical

43 40
15-7
490
930
1155-
70
870
5-95-
35-0
70
315-
1015-
780
960
140
175-
5-95-
35-0
420
450
613
350
660
1208
735-
140
450
420
380-
540
543
1295-
1055-
1645
810
905-
831

13007

12855-

238.62

Stadium

1767
1592
175-
1417
4620
2170
1820
998
2888
840-
1505-
1365-
2503

236.80 ✓

Typist

455
300
315-
80
140
420
570
630
70
245-
315-
560
385-
140
175-
175-
210
245-
385-
70-
385

6170

62.70

Entrance

2275
1733
1995-
1820
2590
980
420

11813

Classroom attd

420
648
420
280-
665-
735-
805-
595-
525-
770-
1435-
1823-
455-
1985
1703
1700
1925-
1918
2178
700
770
630-

19115

190.85

Linen sheets

135.88
398.59
394.40
296.39
250.03
275.69
43.40

1794.36
− 866.90

927.46 −

towel room 8

Payroll
1940-41
to March 1

Juneteenth

*

1 3 5.8 8
3 9 8.5 9
3 9 4.4 0
2 9 6.3 7
2 5 0.0 3
2 7 5.6 9
4 3.4 0
1,7 9 4.3 6 *

927.46
800
127.46

	258.62	*
	236.60	
	62.70	
	118.13	
	190.85	
	1794.36	
others	866.90	*
	927.46	

towel rm?

362.70
258.62
236.60
800.00
118.13
318.31

1794.36

2.10
2.45
3.85
.70
3.85
62.70 *

Stadium
*
17.67
15.92
1.75
14.17
46.20
21.70
18.20
9.98
28.88
8.40
15.05
13.65
25.03
236.60 *

Clerical
*
43.40
1.57
4.90
9.30
11.55
.70
8.70
5.95
3.50
.70
3.15
10.15
7.80
9.60
1.40
1.75
5.95
3.50
4.20
4.50
6.13
3.50
6.60
12.08
7.35
1.40
4.50
4.20
3.85
5.40
5.43
12.95
1.05
16.45
8.10
9.05
8.31
258.62 *

Intramurals

*

22.75
17.33
19.95
18.20
25.90
9.80
4.20
118.13 *

Classroom Act.

4.20
6.48
4.20
2.80
6.65
7.35
8.05
5.95
5.25
7.70
14.35
8.23
4.55
19.85
11.03
7.00
19.25
21.18
5.78
7.00
7.70
6.30
190.85 *
127.46
318.31

Typist

*

4.55
3.00
3.15
.80
1.40
4.20
5.70
6.30
.70
2.45
3.15
5.60
3.85
1.40
1.75
1.75