

THE UNIVERSITY OF KANSAS
LAWRENCE

OFFICE OF
THE CHANCELLOR

July 8, 1946

Memo to Mr. Shenk:

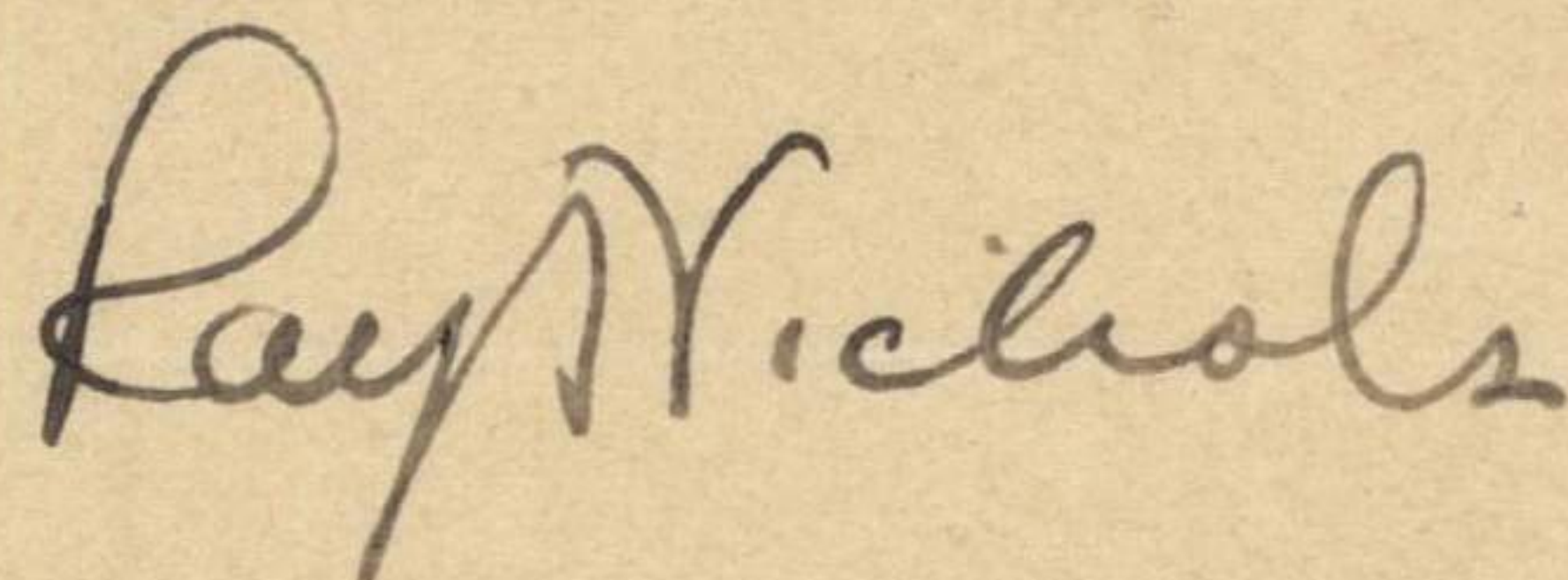
1. Purchase requests should be signed by you only on the pink copy. Do not sign the white copy.

2. Your secretary has been sending purchase requests without indication of the budget allotment or net balance ~~of~~ date at the bottom of the sheet. With the beginning of the new fiscal year this information should be computed---by adding the unencumbered balance as of June 30th to the new maintenance allotment.

3. In answer to your letter of July 5th concerning laboratory fees I want to point out that under the new arrangement whereby specific laboratory fees are abolished we have granted to the department a lump sum in lieu of such laboratory fees. For the Department of Physical Education this amounted to \$2500. Out of this item you will, of course, pay the costs of laundry and wear and tear on the towels.

I assume, of course, that the students in question are enrolled in courses this summer which normally require payment of towel fees.

Sincerely yours,



Executive Secretary

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