

Dear Dean:

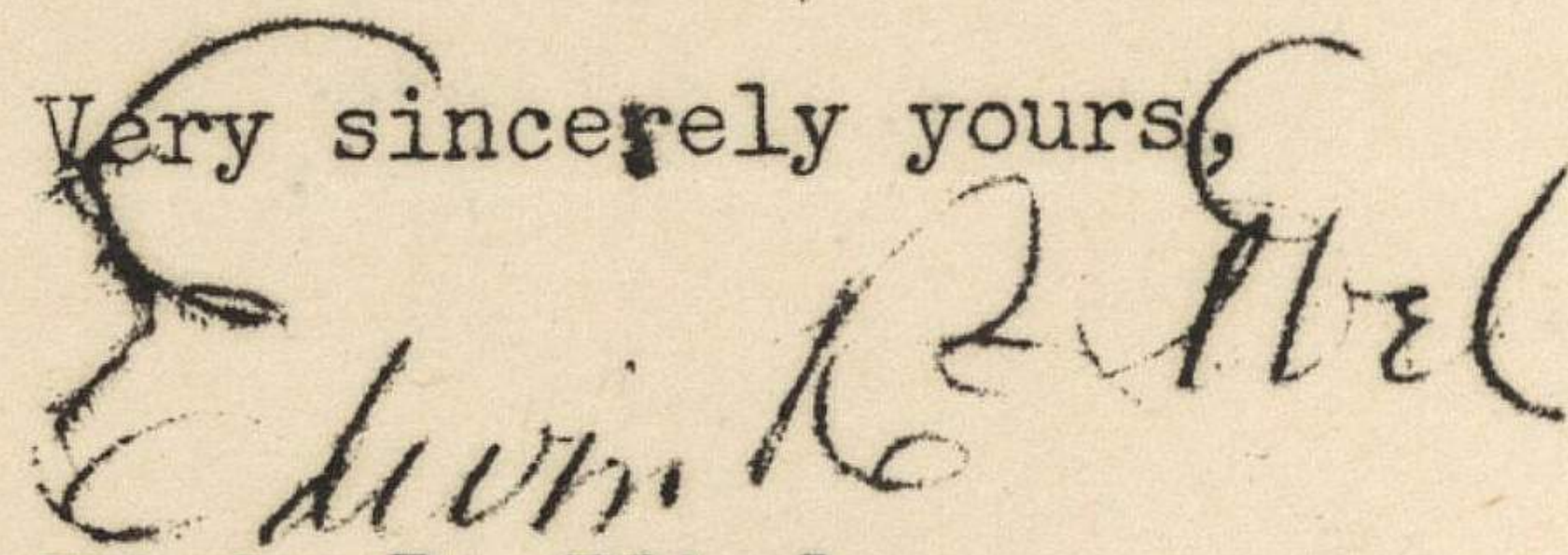
With the increased enrollment of veterans, the problem of issuing books and supplies is becoming more and more difficult. The guiding rule that has been established by the Veterans Administration is that a veteran will be furnished books and supplies that are required of all other students taking the same course or curriculum. Faculty members, when requested by veterans to sign book requisitions, should approve items on this basis only. A veteran who completes a course is allowed to keep as his own all supplies issued to him for that course.

The Veterans Administration aims to supply the veteran with items of standard quality such as will enable him to do satisfactory work. In the case of supplies such as slide rules, drawing sets, etc., medium priced items are furnished. If the veteran desires a more expensive item, he must pay the difference. Among the long list of items not allowable are: gym shoes or clothes, fountain pens, file boxes, brief cases, mechanical pencils, student lamps, etc.

It should be mentioned that bills for supplies are paid to the local dealer by the University, which in turn bills the Veterans Administration at the close of each term for all supplies issued during that term. Since the Veterans Administration reserves the right to withhold payment for items that seem in excess of the veteran's needs, there is always the possibility that the University may suffer a financial loss if instructors sign veterans' purchase orders for items not required of all students doing the same work.

We will appreciate your having the various heads of departments under your jurisdiction use the enclosed form to list the textbooks and supplies required of all students in each course offered by your school during the spring semester. We are anxious to have this information on hand when we issue supplies for the new term beginning February 11, 1946. We urgently request your cooperation in getting these reports to us as soon as possible.

Very sincerely yours,



Edwin R. Elbel,
Director University
Veterans Training Service

ERE/vcp