

UNIVERSITY OF KANSAS
Lawrence

October 6, 1944

TO THE HEADS OF DEPARTMENTS:

You may have noted in the newspapers recently that Governor Schoeppel has appointed a committee on the distribution of surplus government property. Chancellor Malott has asked me to serve as the University representative of the sub-committee which has been appointed to work on the allocation of surplus property needed by colleges and universities. In order that a complete picture of the University needs may be presented by me to the committee, I should like to receive from each Department Head a forecast of his property needs for the next year or two.

Will you kindly send to my office at your early convenience (in any case not later than October 20th) a list of the needs of your department in the categories listed below, following the form on the attached sheet. You will note that there are five categories -- (1) equipment for laboratories in physical science; (2) equipment for laboratories in biological science; (3) shop equipment; (4) office equipment; (5) general maintenance equipment. We do not have any information at this time as to the range or quantity of equipment which will be available, so you should feel free to list every possible item which you consider as necessary to the conduct of the work of your department. Please be specific in your listing, giving the catalogue title, description and number wherever possible.

Please list your items in order of importance. This is essential since we do not know whether any of the items will be available without cost to the institution, or whether the state will make some provision for purchase, or whether the institution will have to put up the money and, if so, at what ratio of the original cost. You may make your list as long as you like.

Your prompt cooperation in this will be very greatly appreciated.

Sincerely yours,

RAYMOND NICHOLS

Executive Secretary

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