

THE UNIVERSITY OF KANSAS  
Lawrence

Office of  
The Chancellor

December 16, 1941

In order to reduce to a minimum the difficulties which the war emergency will no doubt present to staff members in the matter of identification, the University is providing an official appointment card for each administrative officer and department head, and to other staff members who plan to travel on University business.

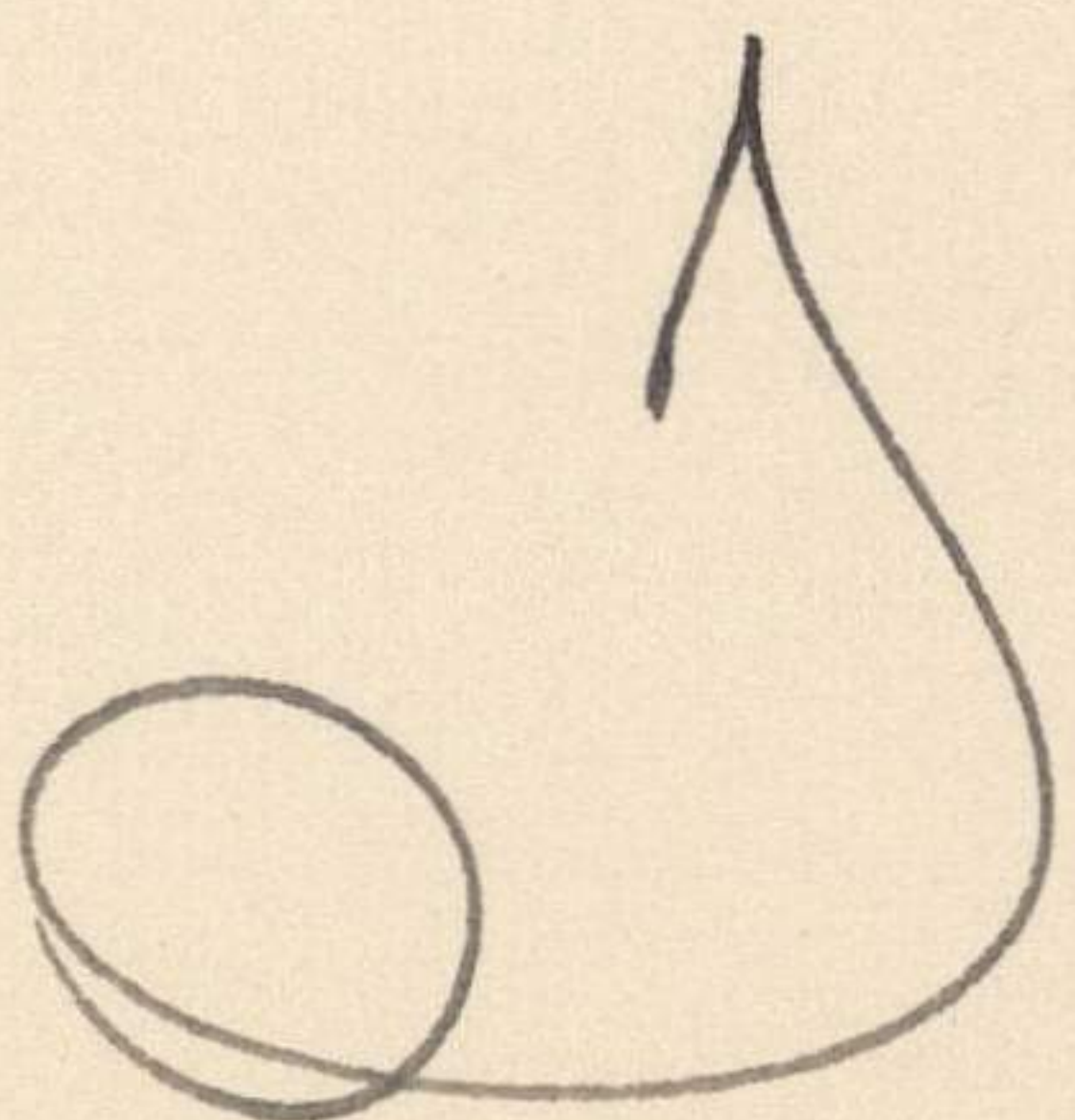
Your card for the calendar year is enclosed. In order to complete the card, you should sign your name on the line left for your signature.

Attached also is a copy of the official exemption certificate which should be used to secure exemption from the federal tax on transportation on all travel made by you for the University. Additional copies of this form may be secured either at the Chancellor's office or at the Business office.

Sincerely yours,

RAYMOND NICHOLS,  
Executive Secretary

RN:a  
Encl:2

A handwritten mark or signature, possibly a stylized 'S' or a similar flourish, located in the lower-left corner of the page.