

March 3, 1943

TO DEPARTMENT HEADS:

We are now making up the schedule for conferences on the 1943-44 budget. In order that we may avoid conflicts with off-campus engagements it is necessary to know what days between March 15 and April 15 you would not be available for a conference.

If you have any off-campus or out-of-town engagements during this period, will you kindly call the Chancellor's Office immediately.

RAYMOND NICHOLS
Executive Secretary