

THE UNIVERSITY OF KANSAS

Office of
The Chancellor

January 14, 1943

Dr. F. C. Allen
105 R.

Dear Dr. Allen:

It seems advisable to have on file for use in connection with our legislative requests, a detailed list of the laboratory apparatus which University departments would like to purchase next biennium but for which funds are not available in the regular departmental maintenance allotments. Will you please prepare a list of such needs for your department and send it to the Chancellor's Office within the next week.

Please make a complete but reasonable list of the needs of your department. Each item should be given with enough detail to indicate the nature of the apparatus. A price, or estimated price, should be given in each case. Due to the rush of time, no effort should be made to secure quotations. Approximation of the cost based on your latest information will be satisfactory.

Do not list small items which normally you would expect to purchase from your regular departmental allotment.

RAYMOND NICHOLS,
Executive Secretary

P.S. It might be well to star items which you believe would be available on priorities which the University now has.