

THE UNIVERSITY OF KANSAS
Lawrence

Office of
The Chancellor

February 7, 1940

TO THE PERSON ADDRESSED:

Will you kindly send me within the next few days a list of dates between March 4 and April 20 on which you would not be available for a budget conference. I plan to make out the annual budget conference schedule in about a week, and desire to avoid conflicts with any other engagements that you may have.

Sincerely yours,

RAYMOND NICHOLS

Secretary, Budget Committee

*sent
2/12/40
AK*