

November 13, 1940

Mr. Raymond Nichols  
Executive Secretary  
Chancellor's Office  
University of Kansas

Dear Mr. Nichols:

I acknowledge receipt of your letter of the 8th instant in regard to the improper handling of purchase request numbers 15761 and 15762.

I know full well the ruling of the University and the law of the State regarding these purchases. Without desiring to pass responsibility to anyone else, I might say that when Mrs. Alberta Hulteen was our secretary I believe there was no infraction of this rule. Miss Laretta Gerstenberger came in last August after Mrs. Hulteen resigned, and although Mrs. Hulteen and I made every endeavor to acquaint our new secretary with the multiplicity of details in this office, there was one slight thing that apparently we failed to get across. Miss Gerstenberger did not know that for repairs the same law held as for purchase of new equipment.

In case of the stopwatch crystal, Miss Hoover took the watch to Marks & Son and then told Miss Gerstenberger about it. She waited until the bill came in and then wrote out the request. In case of tuning the pianos, Miss Gerstenberger called Bells Music Company after the Women's Department notified her of the need, and she again waited for the bill and then made out the purchase request. I signed these as a matter of procedure without checking on them, as most any administrator would do.

Upon receipt of your letter Miss Gerstenberger immediately got in touch with Mr. Craig in the Business Office, and found out that she was to make bid sheets on repairs and cleaning jobs just as if we were purchasing new equipment. I am sorry that the error was made but I am sure that after this there will be no repetition.

I have been very insistent and I have had full cooperation from our Department faculty. I know the inflexibility of this new law and I promise 100% cooperation.

We make very few requests for emergency purchases because our Department members are appraised of the fact that if they do not notify us in time, they will have to wait until the usual process of the law can function.

Thank you for calling this matter to our attention.

Sincerely yours,

Director of Physical Education and Recreation  
Varsity Basketball Coach

FCA:lg  
cc: Mr. Klooz