

THE UNIVERSITY OF KANSAS
LAWRENCE

OFFICE OF
THE CHANCELLOR

November 8, 1940

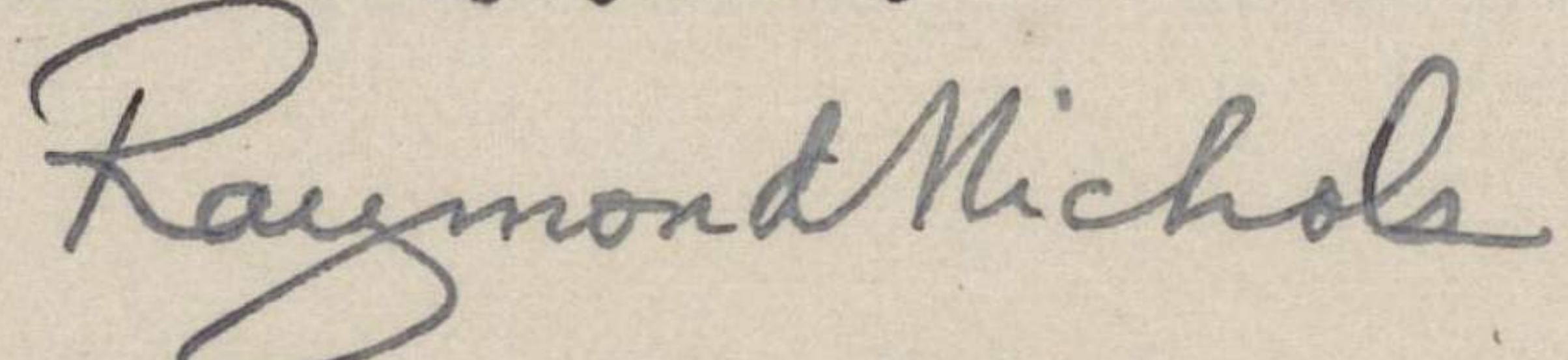
Dr. F. C. Allen
University of Kansas

Dear Dr. Allen:

Purchase request numbers 15761 and 15762 have come to the office for approval. In each case I note that the purchase has already been made, and without authorization. Will you kindly call to the attention of the members of your staff, the state law which provides that purchases can be made only by the State Business Manager, or in case of emergency by the University Business Office. Anyone who feels that he has reason for an emergency purchase should see Mr. Klooz. The alternative, which we do not like to enforce, is to ask the individual making the purchase assume the responsibility for paying it.

The new purchasing law does not allow the flexibility which we had in the old law, but our experience has shown that the departments make responsible efforts at anticipating the regular needs, and the University Business Office will generally cooperate whenever the emergencies occur.

Sincerely yours,



Executive Secretary

RN:B