

THE UNIVERSITY OF KANSAS
LAWRENCE

BUSINESS OFFICE

Wednesday, October 14, 1941

KARL KLOOS, DIRECTOR

Dr. Forrest C. Allen
Director Physical Education and Recreation

Dear Sir-

This will acknowledge the receipt of your letter of October 8, in which you gave me an illuminating and thorough resume of the courses for which fees must be charged in your department. I appreciate this effort on your part and hope that I will be able to avoid a repetition of the mix-up that we had this enrollment period.

I have but one thing more to ask of you. I want you to help me by instructing all those people under your jurisdiction to be meticulous in the designation of numbers and letters when enrolling students in Physical Education courses. If this is done, and in addition I am able to handle the fee assignment job better we will avoid any further difficulty.

I thank you again for your help to me in this matter.

Yours truly

Beaver Owen

Aluminum paint

445

435

2