

November 15, 1940

To Members of the Physical Education Department:

We have just received from Raymond Nichols, the Chancellor's Executive Secretary, a letter saying that all applications for purchase requests must first go to the Business Office, and they in turn send them to the State Business Manager who makes the purchase. However, in the case of an emergency the Business Office has authority to make the purchase.

Due to a change in personnel in our office a stopwatch was taken to Sol Marks & Son for a new crystal. A purchase request was made out after the watch had been repaired and Mr. Klooz took the matter up with the Chancellor's Executive Secretary. The Executive Secretary called our attention to the improper handling of such requests.

For the benefit of those who are new on our staff, I desire to call your attention to the inflexibility of this law. If any member of the staff desires to make a purchase which he feels should be an emergency purchase, the request should first be given to this office and purchase requests will be made out and submitted to the Business Office. The Administration reserves the right to ask the individual making the purchase assume the responsibility for paying it if this procedure is not followed.

We know that you will be happy to cooperate with the laws of the State and the University.

Sincerely yours,

Director of Physical Education and Recreation
Varsity Basketball Coach

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