

TO MEMBERS OF THE DEPARTMENT OF PHYSICAL EDUCATION :

I wish to call to your attention the new procedure in making departmental purchases, which was inaugurated by the University on July 1 this year. This change was brought about by legislative action.

Under the new rule no one is able to make a purchase of any kind, or for any amount, without advance authorization, *e.g.*, ~~in other words, no orders given over the telephone for items for the department~~ will be paid by the business office. New forms ~~for making purchases are~~ have replaced the old "requisitions", and under the new procedure the department head will send to the University business office a "purchase request" for the materials desired. If this is approved by the business office it will be forwarded to the State Business Manager at Topeka, who will award the contract. In case it seems advantageous to purchase materials locally, or in case of real emergency, the regulations provide that the bursar, Mr. Klooz, may authorize purchases, subject to confirmation by the Topeka office.

In order to avoid inconveniences and delay you will find it advisable to anticipate your needs as far in advance as possible. I trust that this office may have your full cooperation in conforming to this new regulation.

I wish also to remind you that where certain practices in the department have been indulged in for some time, these should be checked up with the head of the department so that there will be unanimity of thought and action in the department. For instance, the catalog does not show course 31M to be a prerequisite for 32M, yet a question came up this summer which indicated that students were not allowed to enroll in 32M during the second semester unless they had previously had 31M. I would urge that such items as this, and any others that occur to you, be checked up with the head of the department.

or purchases made down town and charged to the dept.

*Hoover
Dunkel
Byron*

*Elbel
Lapp
Alphin
Ripart*