

The University of Chicago

Office of the Vice-President and Business Manager

ROOM 1300, 189 W. MADISON ST.
~~ROOM 1000, 200 E. LAKE ST.~~
~~TELEPHONE DEARBORN 0012~~
TELEPHONE FRANKLIN 1034

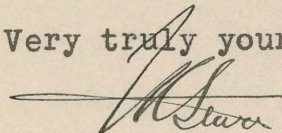
CHI

December Eight
1 9 2 6

My dear Mr. Woodward:

I have your letter of December 3,
suggesting that the Business Office take over the
typewriting and mimeographing office from the
School of Commerce and Administration. I shall
be glad to look into this matter and shall advise
you of the results of the investigation as soon
as possible.

Very truly yours,



L. R. Steere

Mr. F. C. Woodward
The University of Chicago

LRS:EVB

The University of Chicago

Office of the Vice-President and Business Manager

ROOM 1201, 1001 N. MICHIGAN ST.
CHICAGO, ILL.
TELEPHONE FRANKLIN 1001

December Eight
1 9 8

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Very truly yours,

L. R. Steere

Mr. F. C. Woodward
The University of Chicago

ENC: 1

GH1

December 3, 1926

My dear Mr. Steere:

Mr. Plimpton recently questioned whether the Typewriting and Mimeographing Office should remain under the jurisdiction of the School of Commerce and Administration, or should be transferred to the Business Office of the University. I have taken the matter up with Professor Marshall and Dean Spencer and I am informed by them that while the School of Commerce and Administration is perfectly willing to continue its control over the Typewriting and Mimeographing Office, they see no reason why, as a service department, it should not be placed under the jurisdiction of the Business Office. I am writing to you, therefore, to suggest that you take over the Office at your convenience.

Yours sincerely,

Frederic C. Woodward

Mr. L. R. Steere
Vice-President and Business Manager
City Office

FCW:L

141

December 5, 1926

My dear Mr. Steers:

Mr. Plimpton recently questioned whether the Typewriting and Mimeographing Office should remain under the jurisdiction of the School of Commerce and Administration, or should be transferred to the Business Office of the University. I have taken the matter up with Professor Marshall and Dean Spencer and I am informed by them that while the School of Commerce and Administration is perfectly willing to continue its control over the Typewriting and Mimeographing Office, they see no reason why, as a service department, it should not be placed under the jurisdiction of the Business Office. I am writing to you, therefore, to suggest that you take over the Office at your convenience.

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Frederic C. Woodward

Mr. L. R. Steers
Vice-President and Business Manager
City Office

FCW:L

The University of Chicago

The School of Commerce and Administration

November 15, 1926

OFFICE OF THE DEAN

Notif Bus. Dept. to talk

WW -

Mr. Frederic C. Woodward
Faculty Exchange

My dear Mr. Woodward:

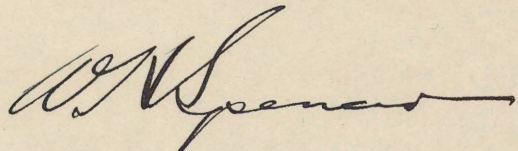
I have talked with Mr. Marshall about the
Typewriting and Mimeographing Office.

We agree that there is no particular reason
why the Typewriting and Mimeographing Office
should remain under the jurisdiction of the
School of Commerce and Administration. In-
deed, we see advantages in having this bureau
under the jurisdiction of the Business Office
where other service bureaus are now located.

You understand, of course, that the School of
Commerce and Administration is perfectly will-
ing to continue its control over the Typewrit-
ing and Mimeographing Office if the University
wishes the School to do so.

Yours sincerely,

WHS:DD



The University of Chicago

The School of Commerce and Administration

November 15, 1935

OFFICE OF THE DEAN

Mr. Frederic C. Woodward
Faculty Exchange

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WES:DO