

ADMINISTRATIVE MEMORANDUM

SUBJECT ADMINISTRATIVE MEMORANDUM SERIES

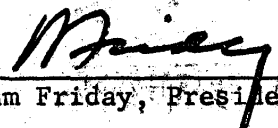
NUMBER #1

DATE October 6, 1969

This ADMINISTRATIVE MEMORANDUM series is being established to facilitate certain types of communication between the President and the Chancellors.

It is contemplated that the memoranda will be limited to procedural matters, primarily covering the manner and timing of submission of documents, reports or forms which are required by the President's Office. The series will also be used to summarize the actions of the Administrative Council and to identify the items discussed which require further action or reports from the campuses.

The memoranda will be numbered consecutively for easy identification and reference. Two copies of each MEMORANDUM will be sent to each Chancellor. It is suggested that a permanent file of the memoranda be maintained in the Chancellor's Office and in the office of the chief financial and business officer.



William Friday, President