

July 31, 1945

Doctor S. V. Sanford, Chancellor  
Board of Regents  
State Capitol  
Atlanta, Georgia

Dear Doctor Sanford:

In accordance with your recent request for a new supplementary budget and the personal request of Mr. Marion Smith for a careful study of the budget, we made a careful analysis of our needs for the coming year.

In replying to Mr. Smith I stated there may be a possibility of purchasing a part of equipment and books for the library from the funds made available for reconversion of the new building through the sale of the present plant. This possibility is contingent on the ability of architects to effect savings in reconversion of the new building without sacrificing the minimum requirements of educational facilities.

With this contingency in mind, we are able to reduce our original request for an appropriation from \$90,000, exclusive of Division of Forums, to \$69,000. Approval of the current budget on the basis of the 1944-45 scholastic year leaves \$37,000 to be requested on a supplementary budget.

This amount represents the minimum in order to meet the standards of the Southern Association of Colleges, and it covers the following urgent needs:

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| 1. Appointment of four additional full-time faculty members and heads of departments   | \$16,000 |
| 2. Appointment of a Dean and Registrar   | 4,000    |
| 3. Increase in the number of part-time faculty members for care of requested courses for returned soldiers   | 10,000   |
| 4. Additions to the clerical staff to take care of the increased amount of office work and to handle correspondence and papers of veterans entering in increasing numbers under the G. I. Bill | 3,600    |
| 5. Purchase of urgently needed office equipment  | 800      |
| 6. Purchase of a sufficient number of books for the library in order to meet the minimum standards of the Southern Association   | 2,600    |

Cordially yours

GEORGE M. SPARKS  
Director