



Commonwealth of Virginia
GOVERNOR'S OFFICE
RICHMOND

November 25, 1918.

Mr. Julian A. Burruss, President,
State Normal School,
Harrisonburg,
Virginia.

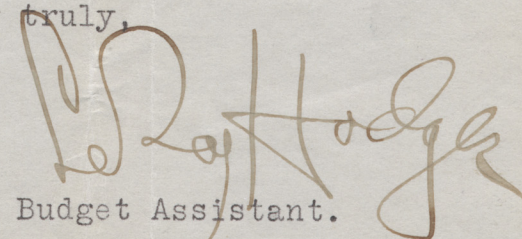
My dear Mr. Burruss:

In view of the facts regarding the high cost of printing and stationery set forth by the Governor in his letter of September 12, 1918, to the several State departments and institutions, the suggestion is made that you utilize as far as possible all obsolete stationery you may have on hand by having it cut to three-quarter or one-half size sheets and reprinted for current needs. Some of the departments, we find, are already doing this in response to the Governor's request to economize in printing and stationery. Old stock can be more profitably utilized in this way than as scratch paper.

If the supply of obsolete stationery on hand is more than sufficient for your own needs, the surplus stock should be turned over to the Superintendent of Public Printing for use in furnishing other departments with three quarter or one-half sheet letter heads.

In this connection, your attention is again called to the Governor's request that in the future all names of individuals be omitted on all official letter heads, forms and other State stationery.

Yours very truly,


The Budget Assistant.

Nov. 30, 1918.

Col. LeRoy Hodges,
Governor's Office,
Richmond, Virginia.

Dear Sir:

In reply to your letter of the 25th instant, I beg to state that we seldom have anything in the way of obsolete stationery or office forms, and when we do we use them to advantage. We have never printed the names of individuals on our stationery.

Permit me to suggest that something can be saved by using the reverse side of letters received and answered for carbon copies of the answers to same. This saves second-sheets and economizes space in the files.

We frequently tear off unused portions of paper in letters received, and use this for scratch paper.

I believe that we have been quite economical in our use of stationery and printed forms, but I shall be glad to call attention of all employees to the Governor's request, and I am sure all will cheerfully comply as far as appears practical and genuinely economical. Sometimes it is possible that it will cost more to save a printed form, in time of an employee, than the form itself is worth, so that discretion is necessary here as in other matters.

Assuring you of our desire to cooperate, I remain,

Very truly yours,

President.