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UBCHEA ARCHIVES
COLLEGE FILES
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Huachung
Corres.
Ward, Paul L. 1947-1948
May

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Hua Chung College, rehabilitation account to the end of March 1947.
compiled from both New York and China figures.
This report deals with items II-V on the original rehabilitation budget.
Item I moving and Item VI faculty rehabilitation have been largely
covered from funds from the Associated Boards and as such are completed.

Income for Items II - V.

National Countil	$106,000.
Reformed Church Mission	5,000.
Associated Boards-	8,000.
Mrs. Meigs	35.
American Council on Education	4,000.
Associated Boards- received in China	10,000.
Balance of government grant-	11,764.18
	143,799.18

Expenditure.

II. Repairs	44,882.93
III. Furnishings	18,922.19
IV. Books- purchased by Ward	6,109.
" purchased in China	1,000.
V. Science equipment- Ward	16,186.70
Freight etc. at Shanghai	414.10
Delivery etc. Hankow-Wuchang	221. 85
	87,736.77

$18,000.00

Balance on hand 56,062.39

purchases authorized and in cases waiting for delivery.
Ward estimates cost delivered and additional books and

apparatus on requisition	$31,000.
library staaks from the States	4,500.
additional furnishings in Wuchang, spring term	2,000.
" repairs	1,000.
for psychology Dr. Lo	1,000.
for science equipment on the field	2,000.
	41,500.

As the book item has been seriously cut from the original budget, it is recommended that the balance after the above items have been met be largely used for books.

$15,000.

Water-generator set
machine shop

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0589

$300.

$ 250.

$ 175.

173.

050

Mr. Lyford

STATUS OF REHABILITATION FUNDS AT Huachung UNIVERSITY

I. REHABILITATION SEPT 1945 - MARCH 1947.

A. INCOME FROM ALL SOURCES[1]	CN$		US$
A.B.C.C.C.			18,000
U.S.G.			
MINISTRY	39,418,248	=	11,764
OTHER: Episcopal			105,000
Evang. & Reformed			5,000

Note 1. This table does not include a) sums received and spent for moving back to Wuchang and for faculty re-outfitting, since there is no place below for entering such expenditures; b) the sums received and spent for construction required by changed conditions (in 1946), since II.C. below implies that these are not recognized as rehabilitation; repairs and c) gifts in kind, since there has not yet been time to compute the money value of these.

B. EXPENDITURES			
FOR GOODS RECEIVED			
REPAIRS	109,983,516	=	45,200
EQUIPMENT	103,880,235	=	21,976
			in U.S.A. 11,650[2]
FOR UNRECEIVED ORDERS			
REPAIRS			
EQUIPMENT	996,000	=	84
			in U.S.A. 46,650[2]

Note 2. For the status of expenditures in New York for library books and science equipment we have at Wuchang no complete information; Mr. Lyford and Mr. Coe in New York can supply better figures.

II. ESTIMATED REHABILITATION NEEDS

(Over and above items in I.B. Prices and rate of exchange at the end of March used as basis.)

A. FROM APRIL - DECEMBER 1947	MINIMUM CONSIDERED ABSOLUTELY ESSENTIAL		URGENT ADDITIONAL	
	CN$	(plus) US$	CN$	(plus) US$
REPAIRS	10,000,000		10,000,000	
EQUIPMENT	33,400,000	16,000	10,000,000	10,000

B. DURING 1948 (Over and above A.)	To restore to estimated prewar level.[3]			
REPAIRS[4]	15,000,000		135,000,000	
EQUIPMENT: furniture	20,000,000[5]		356,000,000	
science equipment	20,000,000	5,000	40,000,000	37,000
other techn. eqt.	5,000,000	3,000	25,000,000	15,000
library books	20,000,000	20,000	100,000,000	118,000

Note 3. Because of the lack of personnel both at Wuchang and in New York to see to so much purchasing, it will presumably be impossible to complete these expenditures by 1949, but it is estimated that these sums will be needed to restore to the prewar level.

Note 4. The Rehabilitation Committee at Wuchang has set no figure for further repairs, since the new building program (see below) will involve replacement or drastic alteration of all buildings.

Note 5. The distribution of the Committee's estimates into CN$ needs and US$ needs, and further into "minimum considered absolutely essential" and "urgent additional", as evidently required by the form, is highly tentative and hardly more than a series of guesses.

0591

C. ADDITIONAL EXPENDITURES FOR NEW BUILDINGS OR EQUIPMENT NECESSITATED BY CHANGED CONDITIONS ("what can be wisely spent before January 1949")

BUILDINGS:	CN$	US$
12 temporary faculty dwelling units[6]	150,000,000	
One third of 1937 building program[7]	3,880,000,000[8]	20,000
EQUIPMENT: for the latter	672,000,000	30,000

Note 6. Construction already begun; costs being met out of operating reserves. Since 30% of the houses in Wuchang were destroyed during the war, it is impossible to rent satisfactory quarters for next year for faculty members who this year have been living in borrowed buildings now needed again by the owning missions and institutions.

Note 7. Aside from the gymnasium (over 20 years old) the college has no building built for collgege use or less than 35 years old. In 1937 therefore the college was about to embark on a modest building program. Work on this must be begun as soon as conditions permit, but it does not seem wise to try to build more than one third of the needed buildings before January 1949.

Note 8. This figure means only a CN$ sum equivalent to US$323,333.33 at the time when building is possible. The present decision is that building cannot begin until construction costs (in US$) fall to twice what they were in 1937; the above figure is arrived at by doubling the 1937 estimate, dividing by three, and setting aside $20,000 (arbitrarily for expenditures in US dollars. The figure in CN$ therefore does not take into account costs in March 1947.

Annex

Summary of 1937 building program

"Estimates of Costs of the New Buildings to be erected"

	US$ (1937)
Administration and Arts bldg.	30,000
Tower (main entrance & library stacks)	25,000
Chapel	20,000
Auditorium	30,000
Library	40,000
Science buildings (three)	75,000
Covered walks between buildings	20,000
Economics building	30,000
Music building	25,000
Education and Psychology building	30,000
Hostels (ten for 50 students each)	130,000
Faculty residences (twenty)	60,000
	US $515,000 (1937)

/Note that the faculty residences were to cost $3,000 each, or by present plans $6,000 each, and be permanent, unlike the 12 small and cheaply constructed dwelling units now being put up at a little over $1,000 each./

0592

CO-OPERATING UNITS
Boone College
Griffith John College
Huping College
Wesley College
Yale-in-China College

華中大學
HUA CHUNG (CENTRAL CHINA) COLLEGE
WUCHANG, CHINA

校長室
OFFICE OF THE ~~PRESIDENT~~
Treasurer

April 14, 1947

Mr. J. Earl Fowler, Church Missions House
281 Fourth Avenue, New York 10, N.Y.

APR 28 1947
J. EARL FOWLER

Dear Mr. Fowler:

Will you please send down to Mr. Greiner the three enclosed carbons of letters to him, and see that Mr. Lyford gets the three-page letter also enclosed? The latter isn't very interesting, but take a look at it if you want to.

This is again a hasty business letter. I've received from you, since writing to you on March 27th, two copies of the invoices on the February shipment of the Central Scientific Company, and one copy (Dr. Bien received another) of the invoice from the General Biological Supply House which came to $539.56. Thank you for them.

I want to ask you to place the following urgent orders, approved by Dr. Wei, as part of the rehabilitation purchase program. In each case I suggest your office let Mr. Lyford have a carbon copy of your letter placing the order, with my estimate of the cost added (if not retained in your letter).

1) Order from: Theodore Presser, 1712 Chestnut Street, Philadelphia.
Two (2) metronomes (without bell) @ $8.50
To be sent parcel post to Huachung University
Four copies of invoice desired
Cost estimated at $20.00; rehabilitation general equipment (Music)

2) Please ask Mrs. Walter Allen, on Venetia Cox's and my behalf, to select the model of the following and the firm (and address) where it can be bought by you and which will ship directly to us (unless you and she decide that this is impossible or undesirable):
One simple crank-style phonograph, new, inexpensive but with good tone quality. Cost est. $80.00; rehab. gen'l eq't

3) Order from: Commercial Engineering, Tube Department, Radio Corporation of America, Harrison, New Jersey.
Two (2) binders Vol. 5-6 (for HB-3 Handbooks) @ $2.00
Two (2) annual service fees (for HB-3 ") @ 2.50 (a renewal)
To be mailed to: "Library, Huachung University, Wuchang, CHINA 2-ALTH-4Q" (this is address exactly as used this past year by the firm).
Cost $9.00 (the above are the new foreign prices); rehab. bks.

That's all the orders for now. I'll have another for you a few days from now, I think. Perhaps Starratt will before long feel up to helping me a few hours a week, so that the orders can keep moving slowly. I'm sorry that I do not do the treasurer's work faster -- I can't fill John Coe's shoes.

Since starting this letter, Catharine has told me that the prices of food and the like have begun to move up in the past few days. I see from the Shanghai paper that rice and imported things have just now gone up a bit. So perhaps this happy period of surcease from inflation is about over. In that case, it still should be some weeks before things get really bad again.

Francis passes on to me from time to time scraps of news from you and 281. Catharine and I think often and gratefully of you and what you're doing. We send our very best wishes to you and Dot.

Sincerely,
Paul Ward

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0593

Hua Chung College
Wuchang, China

MAY 5 1947
J. EARL FULLER

April 14, 1947
L-63

Dear Mr. Lyford:

This is my second letter to you since I became acting Treasurer. John Coe numbered his letter of January 5th as L-60; I have just now numbered his letter of February 12th as L-61 and mine of March 27th as L-62.

The college accounts are not yet wholly in shape, I'm sorry to say, but I am understanding them better and better, and nearly every day I clear up some mistake for Mr. Tan or introduce some change in the system that brings the books nearer to a condition in which an auditor could check them -- which is my goal. I am trying not to abuse the freedom John gave me to introduce changes, and I hope that on his return he will find no novelty that does not seem to him an obvious improvement. I'm consulting Dr. Wei on all such. Of course, most of what I have done has been to help and guide the faithful Mr. Tan in bringing the books up to date -- until March 5th, when I virtually dropped study of Chinese to have more time, he was falling farther and farther behind.

I assume that you will share this letter with John Coe. In fact, I assume that since he is in America and can consult with you it is worthwhile for me to report to in somewhat more detail than usual. Questions that in the past you have not bothered to ask can be answered by him provided that I send you enough data so that he will not begin to feel in the dark on the current situation. But until I have gone through the ledger, account by account, with Mr. Tan -- which will be my next step -- I cannot give any sound summary of the current rate of expenditure. In this present letter I shall be reporting chiefly on the income situation.

FOR YOUR ACTION. Dr. Wei has passed on to me his son John's request that he be allowed to draw in New York the amount credited to him (John Wei) in our US dollar deposit account. This amount is $124.43. So please ask Mr. Greiner to pay to John P. N. Wei this amount upon demand. Dr. Wei has already written to John Wei that I am sending you this request.

TRANSACTIONS AFFECTING THE U.S. DOLLAR BALANCES

1) The only item of US dollar income that has come to my attention is the $500 draft representing the Evangelical United Brethren Church's contribution for this spring term, which John Coe has taken with him to New York (according to a letter from Gilson March 10th). In sending it here, Mr. Franham explained that the grant from his church last October should have been $500 but turned out to be $1000 simply because his church runs its finances on the calendar year -- alucky accident for us.

2) In reviewing our financial position for this term and reaching the conclusion that we should be able to wipe out last term's deficit, Dr. Wei and I look for the following items of use new money for this term, in addition to the above $500; American Church Mission $6000, Miss Johnston $2500, Yale-in-China $2500; Harvard-Yenching $2500, LMS. $200, Methodist M. S. $200 and Evangelical & Reformed Church $2722.92 ($3300 less the $577.08 for February paid by mistake in CN $, see below). The first of these we are sure enough of (since I've seen the Hankow ACM sheet), but if we're wrong on any of the others I'd appreciate knowing it.

3) On April 3rd I send the cable asking Mr. Greiner to pay (Andrew) Chen Yang-San $1000, about which I warned you in point 1 of my L-62.

4) As John Coe may have told you, on February 17th he wrote a check

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thing again, but Dr. Wei feels that with the black market out of the picture and stricter regulations announced we must use more care and adhere to the principle that the account does not belong to the university here, access to it having been granted to him by the Board of Founders only for emergency use.

5) Thank you for the cable reporting what Wesley Wan had done with the $1000 (mentioned in point 2 of my L-62). That word, together with my special letter to you dated March 26th, cleans up the matter of the $1600. This bit of business, let me point out, belongs to the first term's accounts.

6) On March 22 we drew from Mr. Pickens at Hankow $3000 of the $6000 that the ACM is giving us for this term.

7) I have just recently written to Mr. Greiner requests that he pay out a total of $2,200, in the form of three letters, dated April 10th, 11th, and 12th. The first requests payment of $200 to Mr. Shao-Pi Hsu; each of the other two requests payment of $1000 to the Bank of China in New York. Because we find the services of the Bank of China here increasingly convenient, this seems a highly efficient way for money to reach us from the Board of Founders. In the same envelope with this letter, by the way, I enclose carbon copies (signed) of these letters for Mr. Greiner. In writing such letters I am now taking pains to make the legal principle clear: that the moneys involved do not belong to the university here but that we are simply requesting our benefactors to use to our advantage in a specified way part of what they are prepared to give us. Dr. Wei feels that as long as we make this clear we can safely avoid the inconvenience and expense of drawing sums thourgh ACM Hankow.

8) I expect to write a letter of the same sort in the next day or so for a payment of between $700 and $1000 to Andrew Chen; another member of his family wishes him to have this much more money.

9) Adding the items mentioned in paragraphs 3,4,6,7, and 8 above, the total for this term by mid-April is over $7,000. John Coe may well think this high. Let me therefore explain that faculty members have been drawing out much of the money that they had individually left with the treasurer (deposit account), to a total so far this term equivalent to over $2,000; I'm not surprised at these withdrawals, for this seems a good time to use savings. Dr. Taylor has just spend the equivalent of nearly $1,000 for lumber for the new faculty houses just now authorized by the Board of Founders. At the moment our bank balances are somewhat higher than I intend to keep them, but the only rumors I have heard recently have been of a reduction (!) in the rate of exchange, and Dr. Wei agrees that this is a time when we run little risk from having comfortable local bank balances.

10) On March 4th at Shanghai John Coe had Gilson charge the Hua Chung account in Special China Funds with $414.10 for handling freight (against the rehabilitation budget) and with $222.17 to be deducted from the deposit account. Earlier in this letter I have asked you to have John Wei paid $124.43. We have spent Hong Kong $260 in having two lawnmowers bought for us in Hong Kong, and I reckon this as (US) $66.66 to be deducted from the "equivalent Hong Kong deposit" on the US $ balance sheet (using arbitrarily the rate of exchange I find John Coe in effect has used). These are the only expenditures that I can report that are wholly outside our Chinese books.

NEW MONEY RECEIVED IN CN DOLAARS

11) As of March 20th student fees totaled (excluding money regarded as belonging to the students): unrestricted CN $32,020,000; departmental $23,148,000;/ hostel & furniture 9,603,000.

12) By mistake the Evangelical and Reformed Church sent to China, for February, one-twelfth of its total annual grant for the university. Se we received in mid-March CM $1,927,458 (at rate of CN $3340), which I have credited as follows: practice school $347,900: education books $69,600: educ. salaries $1,002,000: un-

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restricted $507,958. The last includes the equivalent of US $27.08 which is one-twelfth of the US $325 for Board of Founders' (paragraph 2) together with the monthly $550 from the US $ new money for this term. I am told that the Board of Inter. Missions (E&R) starting this month is paying the grant directly to you on a quarterly basis (calendar year).

13) The USC grants for February and March, deposited March 21st, amounted to CN $6,400,000 for each month -- the same as January. We understand that the Associated Boards hope that grants to this amount can be continued through July but that not more than half as much can be looked for next year. At the present rate of exchange, this means a drop of US $3,200 in our annual income, or a little over six percent of our income at the present level this term, if my figuring is correct.

14) We received at the same time the USC inflation grant for January which was CN $1,531,600.

15) On April 1st there came to us from the Associated Boards the sums of CN $1,731,800 as balance of the removal grant and CN $870,000 as balance of the reoutfitting grant. John Coe had closed out these two rehabilitation accounts (items 1 and 6 on the rehabilitation budget adopted a year ago). So with Dr. Wei's approval I'm using these sums as follows. Note that when John Coe closed out the moving account, he transferred the small credit balance to scholarships (see his Feb. report for last term) on the grounds that last year US $1000 from the Womens Auxiliary was used in this account for travel of students. On the same grounds I've assigned the present removal money to student aid (john Coe's transfer was equal to $74.50 and mine now is less than $151, so they hardly begin to balance the W. A. $1000). The woolen blankets given as further rehabilitation for faculty and students by the Associated Boards have cost us for freight and handling charges from Shanghai $1,642,020. Of the 350 blankets, 165 are distributed to faculty members by Senate action, and 185 are held for renting out to students next year and thereafter at a nominal fee. Dividing up the freight charge in this ratio, I've charged $867,972 to the student aid money (the removal grant above), leaving $863,828 for the shcolarship account; and $774,048 to tht reoutfitting grant, leaving $95,952 that can be put in the general rehabilitation account. I say "can be", for just now a question has been raised about a faculty reoutfitting payment, and I'm waiting until that is cleared up.

16) We received at the same time CN $811,920 from British Aid, for October to December 1946.

17) Dr. Wei has received two small ACM specials amounting to US $125 and has decided that they should go into the President's Disc. Fund. At my suggestion, to simplify bookkeeping, he has asked Mr. Pickens to pay the equivalent in CN dollars to us; so the resulting CN $1,425,000 has been credited now to his Fund in my books. This is one less item to include in figuring the average exchange and to enter in the US $ accounts, but I'm a little distressed that Mr. Pickens paid at a rate of only CN $11,400.

This concludes the report I now have for you. I hope that the amount of detail won't distress you -- that you will regard uninteresting details as simply for John Coe's information.

We're having wonderful warm spring weather as our week's spring vacation draws to an end. Things seem to me to be moving very well, though slowly, of course. This morning at 3:00 a.m. the Starratts and Grays arrived, and we're delighted to see them, and with them. We very much hope that the Starratts won't be finding the frustrations and minor privations of life here too hard in their first few weeks of adjustment -- they arrive here with much less preparation than we did. Catharine and I have unpacked part of our freight boxes that arrived last Tuesday, and it's very good to have our things. It will be a number of weeks before we get all boxes opened and the contents installed (and repaired in some instances), of course, but Catharine is making steady progress while I try to keep my nose to business. I think of this period of favorable exchange and stable prices as a wonderful Indian summer, and if winter should come again everyone here will be the better for having had this.

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Perhaps I can include in this envelope a few rehabilitation books and equipment orders for Mr. Fowler. So much should be ordered, but until I am a bit freer there is no one here to attend to the rehabilitation buying. I sometimes think, in fact, that a really competent Western-style office secretary would be the most valuable contribution that a mission could now make to the university. -- But I'm rambling. Our very best wishes to you.

(signed) Paul Ward

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P.S. As I come to mail this letter, Mr. Chen's wife has come in again, and I have written for Mr. Greiner a request (dated April 22nd) that a further $300 be paid to Andrew Chen.

華中大學 (CHUNG HUA UNIVERSITY) 私立

CO-OPERATING UNITS
BOONE COLLEGE
GRIFFITH JOHN COLLEGE
HUPING COLLEGE
WESLEY COLLEGE
YALE-IN-CHINA COLLEGE

HUA CHUNG (CENTRAL CHINA) COLLEGE
WUCHANG, CHINA

校長室
OFFICE OF THE PRESIDENT

April 19, 1947

L-64 Received May 5

Dear Mr. Lyford:

Here is a short letter to supplement my L-63 of April 14th and its long review of financial actions taken and money received. I this morning wrote to Mr. Greiner requests totaling ~~$3,300.00~~ $3,300.00, and I want to report these without delay: +$500 = $3,800.00

1) In point 8 of my L-63 I warned you that I expected very soon to write out another request for a payment to Andrew Chen (the first was by cable; see my point 3 in L-63). Mr. Chen's wife came in this morning, and the amount turns out to be only $300. The letter that is being sent to Mr. Chen is under date of April 19th. (see note at top)

2) A few days ago Dr. Taylor let me know that he needs to spend in the next two weeks or so the equivalent of almost $3000 for boards, tiles, lime, sand, etc. for the new faculty dwelling units. With prices now starting up again, it does seem well to buy immediately; when I wrote on the 14th, to be sure, I thought I had Dr. Taylor's word that for the time being he needed only the sum for lumber mentioned in point 9 of my L-63, but I'm now straightened out on that. So this morning I wrote out three letters to Mr. Greiner, each requesting payment of $1000 to the Bank of China in New York. To avoid confusion, I dated them differently: April 18th, April 19th, and April 21st. The Bank of China prefers to have no more than $1000 covered by a single letter. The rate we get is the bank rate but better than Mr. Pickens gets.

In this same envelope I enclosing for Mr. Greiner carbon copies (signed) of the above ~~four~~ five letters. These transactions have been approved by Dr. Wei.

3) Here is something that Dr. Wei forgot to mention when writing you for approval of the new faculty dwelling units. John Coe's US $ balance sheet of Feb. 4, 1947, includes a credit item "Transportation $9,245.92" and another "Unpaid on Transportation $1,000.00". The transportation business is finished; that aspect of the war emergency is past. The new dwelling units represent a remaining part of the war emergency. Dr. Wei and I accordingly suggest that you apply toward the cost of the new dwelling units the first transportation sum, and also the second, unless John Coe says that it is held to meet some obligation (which is not plain from his records: his note has to do only, if I understand it, with where "the money is", i.e., "bank" balances). Dr. Wei further suggests that the balance of what will be spent on the new dwelling units be deducted in the end from the Johnston Fund operating balance, since he judges this appropriate under the terms of Miss Johnston's gift. I know nothing really about the latter, but on the former suggestion my feeling is that we should clear up minor unrestricted credit balances which, because carried under their old names, amount to concealed assets.

2 may have misunderstood this; if so, I apologize

4) When we come to decide what will have to be allotted out of operating income in the budget for next year (only) for scholarships, we shall have to know what will be the credit balance for scholarships in U.S. dollars at the start of the next fiscal year. Am I right in assuming that John Coe's entries on last August's US $ balance sheet "Holmes Scholarship $240" and "Yunnan Student Scholarship $280" represent annual interest on the two endowments (Scholarship Funds, in your Special Funds) of the same names? If I am right, how much can we expect this year from these two endowments? And is there not similarly annual interest from the third Scholarship Fund, which you list as "Dr. Wei's Scholarship Fund" -- which is, of course, small --?

With these few matters I've unexpectedly reached the bottom of the page. I'll be writing again soon. It will be very good to hear from you when you find yourself able to write. Best wishes. Sincerely, Paul

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私立中華大學
HUA CHUNG (CENTRAL CHINA) COLLEGE
WUCHANG, CHINA

CO-OPERATING UNITS
BOONE COLLEGE
GRIFFITH JOHN COLLEGE
HUPING COLLEGE
WESLEY COLLEGE
YALE-IN-CHINA COLLEGE

校長室
OFFICE OF THE ~~PRESIDENT~~
Treasurer

April 22, 1947

MAY 2 1947
J. EARL FOWLER

Mr. J. Earl Fowler
281 Fourth Avenue, New York 10, N. Y.

Dear Earl:

I received a few days ago your letter of April 7th. Thank you for reporting the comments on our periodical subscriptions. You may have noted from my letter of March 27th that I know full well how remiss we've been in seeing to the renewing of subscriptions; if we've lost thereby some copies that will be hard to replace, the fault is of course much of it mine. Al Starratt is going to give me some help any day now, and I hope that I can write very soon about the remaining renewals.

I have the following order to add to the three in my letter of April 14th: Order through the bookstore (regular procedure, mail direct here)

			est
Harper			
Paul Haines	PROBLEMS IN PROSE Rev.ed.	15 copies	$16.20
~~WmxxMxxTannerxxCORRECT ENGLISH~~			
Ginn			
W. M. Tanner	CORRECT ENGLISH, Introductory course Latest edition	200 copies	195.00
Heath			
J.C. Tressler	ENGLISH IN ACTION (COURSE THREE) Fourth or latest edition	45 copies	59.40
J.C. Tressler	ENGLISH IN ACTION (COURSE FOUR) Fourth or latest edition	15 copies	20.25
E.C. Woolley et al.	COLLEGE HANDBOOK OF COMPOSITION Fourth or latest edition	15 copies	13.95
Nelson			
A.J.J. Ratcliff, ed.	PROSE OF OUR TIME	11 copies	4.40
Merriam			
WEBSTER'S COLLEGIATE DICTIONARY (No. 9A)		40 copies	112.00
	Total estimated (list prices minus discounts)		$421.20
	add 10% for possible price increases & 15% mail charge to rehabilitation books (English); est.		105.30
			$526.50

ordered 5/2/47

I am enclosing a letter for Mr. Lyford, and five business items for Mr. Greiner. I hope that it is no great bother for your office to see that enclosures like these are delivered. It's more economical to send things in one letter than in two or more.

I hope that your next letter will include a hint or two as to how things are going with you and in the office at 281. I understand that the new head of the department is to be named about now.

Catharine and I are still far from settled, for Mr. Kemp's men have just started fixing up the walls and woodwork here and we haven't yet moved downstairs. But things are getting done fast, and by the time Martha and Augie arrive May 2nd we hope to be somewhat straightened out. Since this house has some old screening that can be patched up to fill several windows, we expect to be able to face the arrival of heat and mosquitoes all right.

Good luck to you and Dot.

Sincerely,

Paul

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0599

April 25, 1947

Dr. Paul L. Ward
Huachung University
Wuchang, Hupeh, China

My dear Paul:

I am enclosing copies of a memorandum that I have received from Mr. Fleischman and information regarding renewal of magazine subscriptions. Also, a list of magazines and prices. The invoice covering the subscription renewals has not been received. This will be taken care of as soon as I receive it.

Your records will show the order we placed with the Export Department of the American Optical Company, Southbridge, Massachusetts, on July 10, 1946. This was Order Ref. #SPE-2322. I have recently received a letter from the American Optical Company regarding this order saying that the equipment called for has just been delivered from the factory and is in the process of invoicing and making forwarding arrangements to the destination. There has been an increase in cost of approximately twenty per cent. I wrote them authorizing the filling of this order at the increased cost and requested they be shipped just as soon as possible. They have increased their discount from twenty-five to thirty per cent so this will help a little in the additional cost. As soon as I have further information on this I will let you know.

I had a letter from the A. G. Spalding Brothers dated April fourteenth saying they would be making a part shipment on the order placed with them within fifteen days. The reason for the delay has been the great shortage of inflated leather goods. They assured me that they would do their utmost to complete the order just as soon as this type of merchandise is available.

I checked with the Gaertner Scientific Corporation regarding the order placed with them in September for Monochromators with camera attachment and a couple of other articles. I wrote them on April eighth regarding this order and had a reply just recently that they hoped this order will be filled in soon. They had hoped it would be filled last January but, unfortunately, delivery will not be made before July.

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Mr. Lyford has been having a great deal of difficulty with his eyes for the past couple of months. He was having so much trouble when John Coe was here in town that he was not able to come into New York to see him. John made two trips to Englewood and had considerable time with him. We are having a meeting of the Executive Committee of the Board of Trustees on Monday, April twenty-eighth. John is also returning to New York for this meeting. If anything comes up at the meeting and after an interview with John and Mr. Lyford, I will let you know.

We have had a great deal of difficulty trying to get the stacks for the Library. I got estimates from two different companies recently but the cost has gone up almost one hundred per cent, from $2500 to $4500 or more. After talking with John and estimating the cost of transportation which is probably fifty per cent of the cost he thought it would probably be best to have stacks made in China. We will decide on this definitely next week.

I hope all is going well with you and Catherine. You are often in our minds and I hope the hardships and inconveniences of present conditions in China are not going to be too difficult for you.

Dot joins me in very best wishes and kind regards.

Very cordially yours,

J. Earl Fowler

JEF:O
Encls.

1650-3
1201
0601

For Mr. Lyford
Paul Ward
File

May 1, 1947

Theodore Presser, Inc.
1712 Chestnut Street
Philadelphia, Pa.

Gentlemen:

I would like to order the following to be sent by Parcel Post to Huachung University, Wuchang, China:

Two (2) metronomes (without bell)

Please send copies of the invoice to me and I will send you a check to cover the order.

Thanking you for your kindness.

Very sincerely yours,

J. Earl Fowler

JEF:chh

Estimated cost with shipping
$10.00
Chg. Rehabilitation general agt. (Music)

1 6 5 - 3

1 M PU

0602

May 1, 1947

Mrs. Walter P. Allen
512 W. 122nd St., Apt. 301
New York, N. Y.

My dear Gertrude:

The following is a quotation from a letter I have just received from Dr. Paul Ward. "Please ask Mrs. Walter Allen on Venetia Cox's and my behalf, to select the model of the following and the firm (and address) where it can be bought by you and which will ship directly to us (unless you and she decide that this is impossible or undesirable):

> One simple crank-style phonograph, new, inexpensive but with good tone quality.

Will you please, at your convenience, investigate and see what the possibilities are of purchasing a phonograph of the nature that Paul refers to above. He has in mind an instrument that will cost, including shipment to China, about $80.00. If you find the instrument that you like, it would be best to have it packed for export and shipped to Hua Chung University, c/o American Church Mission, 152 Minghong Road, Shanghai, China.

Very best wishes to you and Walter.

Cordially yours,

J. Earl Fowler

jef:chh

Estimated cost $80.00 with freight
Chg. Rehab. gen'l agt

1651-3
1-20-21
0603

May 1, 1947

Commercial Engineering, Tube Department
Radio Corporation of America
Harrison, New Jersey

Gentlemen:

Will you please send the following order by registered parcel post to

The Library
Hua Chung University
Wuchang, China
2-ALTH-AQ

2 binders Vol. 5-6 (for HB-3 Handbooks)
2 annual service fees (for HB-3 Handbooks)

Please send me four copies of the invoice and I will be glad to send you a check by return mail covering the expense of this order.

Thanking you for your kindness.

Very sincerely yours,

J. Earl Fowler

JEF:chh

Ch 1 & 9 of Ch9 Manual Book

0604

May 9, 1947

Dr. Paul Ward
Hua Chung College
Wuchang, China

My dear Paul:

Many thanks for your letters of April 14th and April 22nd. All of the orders that you listed in these two letters have been placed. It is too soon to have had replies from any of the concerns. I hope that they will all be filled without any difficulty, and promptly.

I met Mrs. Walter Allen Sunday evening, shortly after she had received my letter regarding the phonograph. She was thrilled with the idea. Her idea now is to pick out the type of machine that she would like and possibly have it purchased on the West Coast and have Mr. Arthur Allen, or somebody returning to China the latter part of the summer take it out with them as their personal baggage so that there would be no shipping charges, and to be sure that it gets through promptly for the beginning of school in September. I quite approve of this arrangement.

Your enclosures were passed on to Mr. Greiner and Mr. Lyford. You surely know that it is no trouble for me to take care of such minor details.

It has been just grand to have John Coe here in New York on two different occasions. He has probably written you in detail much more fully than I can. He spent some of his spare time going through our files trying to check on the orders placed. After he completed this work I did not have a chance to talk with him as it was time for him to leave and he said that he would write direct to you. As the result of his researches you will be glad to know that it is possible to place the orders received from Dr. Bien last summer that we have had to hold until sufficient funds were available. Dr. Bien's orders were for supplementary order lists of apparatus fromtthe Fisher Scientific Companyk and for a list of chemicals for organic laboratory from Eimer

1655-3021

& Amend Company. It happens that the Eimer & Amend Company is a subsidiary of the Fisher Scientific Company. I have had an acknowledgment for the order for apparatus, but no date has been given as to when it will be filled.

I am enclosing a copy of the advance invoices issued by the Breeze Corporation for the library stacks. John will be writing to you in detail regarding this order. I hope this invoice will be sufficient in getting an import permit so that the shipment will not be held up after arrival in Shanghai.

I hope that by now you and Catherine are fully settled and I presume Martha and Augie are with you. I wish that I might drop in for a nice house warming. As you can guess, we are still mighty busy here in New York. The Rt. Rev. John B. Bentley, Bishop of the Missionary District of Alaska, has been appointed Executive Vice-President of the National Council and Director of the Overseas Department. Unfortunately, he will not be taking up his work until January 1st. We will haveto continue to carry on as we have been.

All join in very best wishes and kind regards.

Very cordially yours,

J. Earl Fowler

JEF:chh
Encl.

165-3 1 00 12

0606

COPY

HUA CHUNG COLLEGE
Wuchang, China

Office of the Treas.
May 14, 1947
L-65

Dear Mr. Lyford:

Pressing business about which I must write you has piled up. So I am writing to cover the following points even though I haven't made any up to date check of our financial situation.

Dr. Taylor has been rushing through purchases of materials for the new faculty dwelling units before prices of them respond to the great rises in the black market exchange and food prices. To cover his purchases and this month's salaries I have in the past ten days written out several requests to you and Mr. Greiner. When I tried the Bank of China nine days ago I discovered that it felt unable to be as generous as previously and so I had to look elsewhere or lose about 10%. So with Dr. Wei's approval I made arrangements with a businessman recommended without qualification by Mr. Pickens - a man who for very many years has been close to members of our mission here and to Bishop Gilman in particular. The rate is the legal one, and I am careful to hold to the "theory" mentioned in paragraph No. 7 of my L-63. The upshot is:

(1) Letter to you dated February 6 ("mistake" for May 6) for payment of $1,000 to a Gold Street firm. Copy enclosed.

(2) Letter to you dated February 7 (similar "mistake") for payment of $2,000 to same firm. Copy enclosed.

(3) Letter to you dated May 13 for payment of $2,000 to same firm. Copy enclosed.

(4) Then I have today written a request to Mr. Greiner, a request that he send to Dr. Shen-Wu Wan (I believe that this is Wesley Wan) $100. The original goes to Mr. Greiner in this envelope.

(5) I have covered part of our needs by borrowing the equivalent of $3,000 from an exceptionally trusted and trustworthy member of our church here. Requests to you or Mr. Greiner based on this will go forward some time later; meanwhile I add this to our deposit account. Dr. Wei approved this also. I'm just trying to keep you fully informed and to make it clear what care we are taking in these matters. The character of the people here, those mentioned above, is our assurance that our arrangements with them will not be idly misrepresented.

Today the prospect of avoiding a deficit for this year has disappeared. The government has announced an upward revision of the salary scale amounting to about an 80% increase. We must follow suit, according to our well-considered policy, but for us the increase may be only half as great, since the national university here (and so we) by a special shift of the regional category in March got a step ahead of the other government institutions around here. If we have to go the whole way (keeping one step ahead) my consolation will be that until the inevitable and consequent price rise takes place our faculty will for a brief time be fairly comfortable. In US dollar equivalent they will be where they were before the war, at long last -- but the US dollar buys now about half as much.

I shall not write further about our financial position until I have had a chance to study it all out. Life for me here is so full of daily emergencies and urgencies that I'm not moving very fast -- people must be sighing for John Coe. But its a good life, and satisfying. Right now I'm feeling especially good, for today I've pushed all else aside and helped Catharine in our long-deferred move into the ground floor of our house. The new sense of space and order is going to make things go better.

I'm glad to have word from John Coe that he has talked with you, and very much distressed to hear that your health has been so poor. So we're thinking of you especially these days and hoping that all goes better.

Sincerely,

(Signed) PAUL

1655-3 00 PU

0607

CO-OPERATING UNITS
BOONE COLLEGE
GRIFFITH JOHN COLLEGE
HUPING COLLEGE
WESLEY COLLEGE
YALE-IN-CHINA COLLEGE

私立華中大學
HUA CHUNG (CENTRAL CHINA) COLLEGE
WUCHANG, CHINA
OFFICE OF THE Treasurer
J. EARL FOWLER

MAY 27 1947 校

May 14, 1947

Dear Mr. Fowler:

Again I have a number of enclosures for your office to get around: a letter for John Coe, a letter for Mr. Lyford, a formal letter to Mr. Greiner (reported in the letter to Mr. Lyford), and three carbons for Mr. Lyford that perhaps should go instead to Mr. Greiner (he might at least be allowed to see them). I hope that I'm not confusing Mr. Lyford and Mr. Greiner by the minor variations in the money letters that I'm sending in. These get written in different places and under different circumstances.

I was delighted to receive a few days ago your letter of April 8th and 25th. Mr. Fleischman's memorandum gives us just the information that I think we need, and I'd appreciate it if you'd thank him for it and the work that it represents on his part. I've turned over his memo to Al Starratt, who's begun to work out the periodical problem.

Thank you for the full report on the delayed orders. I'll be interested to hear what you decided on the book stacks; beside the increase in price, and the cost of transportation, there's the headache of getting anything of the sort into China.

It is sad news that Mr. Lyford has been having serious trouble with his eyes. We count so much on him and on you that it's distressing to have anything happen to either of you. Please take good care of yourself. We're hoping that Mr. Lyford will be better soon.

Here is another book order, the first for the Economics Department and all for books in German, as that happens to be the foreign language of the department head:

Order from: Arthur M. Adler (Foreign Books), 114 Fourth Ave., New York 3, N.Y.
(mention that titles are from his catalogue no. 60)

Books:

Alfred Amonn VOLKSWIRTSCHAFTLICHE GRUNDBEGRIFFE UND GRUNDPROBLEME 1944
same DAS LOHNPROBLEM 1945
same SIMONDE DE SISMONDI ALS NATIONALOEKONOM 1945
same LEITFADEN ZUM STUDIUM DER NATIONALOEKONOMIE 1946
Eugen Boehler GRUNDLEHREN DER NATIONALOEKONOMIE 1944
Edgar Salin GESCHICHTE DER VOLKSWIRTSCHAFTSLEHRE 1944
Hans Schorer STATISTIK 1946
Fritz Marbach THEORIE DES MITTELSTANDES 1942
same VOLLBESCHAEFTIGUNG 1943
von Finckenstein DER AUFBAU DER AGRARWIRTSCHAFT 1941
Erwin Th. Hadorn DAS WETTER ALS KONJUNKTURFAKTOR 1946
Hans Boehi GRUNDSAETZE UND METHODEN ZUR ERMITTLUNG DER RICHTIGEN WAEHRUNGSRELATION ZUM AUSLAND 1944
same VOLKSWIRTSCHAFTLICHE VORAUSSETZUNGEN ERFOLGREICHER ARBEITSBESCHAFFUNG 1945
J. J. Schwenter KAPITALEXPORT UND ZWISCHENSTAATLICHE WARENBEWEGUNGEN 1945
R. Kaulla BEITRAEGE ZUR ENTSTEHUNGSGESCHICHTE DES GELDES 1945
H. Duetschler VOLKSWIRTSCHAFTLICHE KONZEPTION 1942
Bachmann WIRTSCHAFTS-WILLE UND WERT 1946

Please suggest that these be sent direct from Switzerland. Cost is about $44.50 list; add 10% margin & 15% mail = $56.00 est

With this I must sign off. Best wishes, Paul

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0608

Mr. Lyford

CO-OPERATING UNITS
BOONE COLLEGE
GRIFFITH JOHN COLLEGE
HUPING COLLEGE
WESLEY COLLEGE
YALE-IN-CHINA COLLEGE

私立中華大學
HUA CHUNG (CENTRAL CHINA) COLLEGE
WUCHANG, CHINA
~~TEMPORARILY IN HSICHOW~~
~~VIA TALI, YUNNAN, CHINA~~

校長室
OFFICE OF THE PRESIDENT

May 28, 1947

LIST OF EQUIPMENT TO BE PURCHASED FROM CNRRA

Ship name (to identify)		Article		Price	Gross Weight
"Douglas Victory"		Generator, acetylene	#183.	185.	410 (1 case)
"George E. Hale"	out	Cutting & welding outfit	167.	167.	95 (1 crate)
"John W. Foster"	out	Two vises 7W17-22		70. est.	108 (2 pieces)
"Arnel"		Jack, single action 15 ton	34.76	34.76	85
"George E. Hale"	out	Tools, electric general		270. est.	448 (2 cases)
"George E. Hale"		Tool kits, carpenter's	135.	270.	188 (2 crates)
		Totals		US $996.76	1334 lbs.

Conditions:

1) Total purchase price is not to exceed US $1,000.00.

2) If the prices of the items listed above exceeds this figure of $1,000, then to meet condition 1) eliminate in the following order:
   - Jack
   - One vise
   - One case of electric tools
   - One crate of carpenter's tool kits

Notes (July 23 '47)

1) Prices in ink are correct prices furnished us in a statement from CNRRA Hankow (dated May 14 but reaching us only early in June). The vises and electric tools were evidently by that time not available.

2) According to a letter June 11 from Mr. Gilson the cutting and welding outfit also was, because of our delay, no longer available. The generator, jack, and carpenter's tools come therefore to a total commitment of $352.76 only.

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0609

June 20, 1947

Dr. Paul Ward
Huachung University
Wuchang, China

My dear Paul:

I am afraid I haven't acknowledged your letter of May fourteenth. I showed it to Coe while he was here in New York. He said he was going to write you about it. The enclosures were taken care of just as soon as I received your letter.

The order for books for the Economics Department was placed with Arthur M. Adler, 114 Fourth Avenue, New York 3. Checking with the Book Store I find that Adler had most of these books on hand here in New York and was starting them out immediately. He expected the balance in a month or so and will send them as soon as they are received. This changes your suggestion that they should be sent direct from Switzerland.

I was mighty glad to hear from Dr. Wei that Huachung was weathering the student difficulties. We had an equally fine report from St. John's. We are proud of our two institutions.

I hope all is going well with you and Catherine and the children. All send love and very best wishes to you all.

Very cordially yours,

J. Earl Fowler

JEF:O

1 6 5 - 3 1 0 0 6 10

J. Earl Fowler
281 Fourth Avenue
New York 10, N.Y.

Dr. Paul L. Ward
Hua chung University
Wuchang, China

1 6 5 - 3 1 0 2

0611

HUACHUNG UNIVERSITY

June 27, 1947

To the members of the Board
of Directors of Huachung University

I have the honor to submit herewith the operating budget for the university for the next fiscal year, August 1, 1947, to July 31, 1948, as prepared by the Senate (for the Administrative and General items) and by the Finance Committees of the three Schools. For convenience in appraising this budget, a summary statement is given first and is followed by the full list of the items to be appropriated.

It is to be hoped that the care taken in preparing this budget will render it as reliable as such forecasts can be under present conditions in China. The figures for salaries (and wages) are taken from the scales in force at this moment, applying a rate of exchange that is slightly more conservative than the experience of the past month but much more optimistic than the experience of the first term 1946-47 would justify. The figures for all other expenditures in Chinese currency are taken from a searching analysis of essential expenditures February through May 1947, applying the rate of exchange then experienced by the university; if this is considered to be too optimistic as a basis, producing figures unrealistically low, it should be remembered that these are the expenditures that can be kept under control by strict economies. The total of the figures for the few expenditures abroad for academic equipment and books is virtually the same as has been budgeted each year recently, and in the event of an over-all deficit would be reduced under a new rule proposed below.

This budget is therefore strictly an emergency budget for an abnormal year, confined to expenditures found in present practice to be essential. The total to be spent on salaries, when reconverted and divided by twelve, is virtually identical with the total paid out this month. The total for administration proper remains seriously small, so that the most valuable and hard-pressed members of the faculty must continue to spend much time in purely clerical functions. The amount for repairs and alterations is clearly inadequate for the collection of antiquated and rundown buildings that house the university. The appropriations for renewing academic "capital", books and equipment, are so small as to be disastrous, if they were not supplemented as they are at the moment by rehabilitation purchases. Above all, faculty members are still receiving much less than bank clerks and the like. It cannot be too much emphasized that with better times the budget for exactly the same scale of operations should be raised to a much higher figure. But the present budget is submitted in the faith that it will permit the healthy continuance of the university's career, given the spirit of loyalty, cooperation, and Christian devotion that has been the university's greatest asset in the past few years.

The acting treasurer must point out that the whole budget rests upon a carefully considered guess at the relationship of price level to rate of exchange, over the whole of the next fiscal year. If China's financial troubles were to disappear and leave the U.S. dollar more valuable in terms of goods, then the danger of a deficit would diminish and a surplus might even be in sight, so that the university would have to apply to the Board of Directors to authorize further appropriations along the urgent lines indicated in the foregoing paragraph. But, unfortunately, the opposite is much more likely. In order that the whole of the budget may be affected more or less equally by a deterioration of the local situation, the acting treasurer has one new recommendation to make.

If the relationship during 1947-48 of price level to rate of exchange proves less favorable than estimated, all individual appropriations that can be held within the budget's limits will suffer in terms of value received. All, that is, except the few appropriations (for books and equipment, chiefly) for expenditure in U.S. dollars. By established custom, credits or debits in these few accounts are at the end of the fiscal year transferred to corresponding U.S. dollar balances, in view of the difficulties in scheduling and completing purchases abroad. The acting treasurer therefore recommends that if the budget now submitted produces a total deficit of 10% or more, any appropriation (or part of one) that is spent or held in U.S. dollars be reduced by 20%.

Example: If the fiscal year ends with total expenditure $58,000 and total income $51,000, the appropriation for the library's foreign periodicals will be cut from $125 to $100 and any excess over $100 will be charged to the small accumulated U.S. dollar balance for this account. The $250 appropriation for the library's local periodicals will, on the other hand, not be altered; the unfavorable financial situation that has produced the general deficit will already have reduced the number of periodicals purchasable with the $250.

Respectfully submitted,
Paul L. Ward
acting Treasurer

June 27, 1947 [37

Huachung University
Summary of Proposed Budget for year 1947-48

I. Estimated Income

	US $	Foreign Salaries & Voluntary
American Church Mission	12;000	9 3/4
American Church Mission (Johnston)	5;000	
Evang. & Reformed Church Mission	6;600	1 1/2
London Mission	1;000	3
Methodist Mission	1,400	5 1/4
Yale-in-China		1
Evangelical Church Mission	1;000	
Harvard-Yenching Institute	5,000	
Special gifts for scholarships	900	
To be found by United Board	11,400	
		20 1/2
Government and local gifts	400	
Registration fees	500	
Tuition and fees	10;000	
	55,200	

II. Summary of Estimated Expenditure
(for details see next page)

	salaries (outlay)		salaries (foreign)	other	totals (outlay)
Administrative and General					
Administration					
President's office US$	1;850		1/2	1,320	3;170
Dean's & Registrar's offices	1;070		1 1/4	840	1;910
Treasurer's & Business offices	1,190		1/2	235	1,425
Other	645			320	965
Auxiliary services					
Library	2,650			725	3,375
Medical	375		1	175	550
Physical Education	655			725	1;380
Scholarships				1;500	1;500
Operation and Maintenance	270	8,705	1/2	4,780	10,620 5,050
				10	10
School of Education					
Department of Music	510		2 1/2	475	985
Department of Education	3,180	3,690	2 1/2	1,685	2,170 4,865
				10	10
School of Arts					
Department of Chinese	6;280			280	6;560
Department of Western Languages	3;000		3 1/4	320	3;320
Department of History	2;120		2	125	2;245
Department of Economics	1;815		2	125	1;940
Department of Philosophy-Psychology	1,345			125	1,470
Religion staff	505	15,065	2 1/2	250	1,235 755
				10	10
School of Science					
Department of Biology	3;175			975	4;150
Department of Chemistry	3;060		1	975	4;035
Department of Physics	3;395			975	4;370
Department of Mathematics	1,120	10;750	1	30	2;965 1,150
		38,210	20 1/2		16,990 55,200

1655-31
0614

Huachung University
Detailed Budget of Expenditures for Academic Year 1947 to 1948

ADMINISTRATIVE AND GENERAL		Foreign
Administration		
Personnel		
President 3/4	$845	
Chinese secy	750	
English secy 1/2		1/2
Asst Eng secy 1/2	255	
Dean 1/2		1/2
1 1/4 clerks	290	1/4
Registrar 1/2		1/2
Asst registrar	635	
Clerk 1/2	145	
Treasurer 1/2		1/2
Asst Treas 3/4	625	
Clerk	290	
Business man. 1/2	275	
Dean of Women 1/2	500	
Alumni off. clerk 1/2	145	4755
Other expenses		
President's office	250	
Post & Tel	375	
Entertainment	100	
Promotion	435	
College functions	160	
Dean's & Reg's off.	340	
Admissions	500	
Treasurer's office	110	
Business office	125	
C.C.E.A.	60	
Wages	260	2715
Auxiliary services		
Library		
Librarian	885	
Asst Librarian	690	
3 clerks	1075	
Local periodicals	250	
Foreign period.	125	
Eqt & incid.	350	
Medical - Physician		1
Nurse	375	
Maintenance	175	
Physical Education		
Director	655	
Maintenance	725	
Scholarships	1500	6805
Operation & maintenance		
Supt of Bldgs & G		1/2
Asst Supt 1/2	270	
Furniture	375	
Repairs & Alterations	1625	
Grounds	875	
Sanitation	60	
Heating	1000	
Light & water	155	
Rentals	690	5050
SCHOOL OF EDUCATION		
Dean's office	10	
Dept of Music		
2 1/2 Asst Profs		2 1/2
1 Jr Lecturer	510	
Instruments, music	375	
Maintenance	100	

SCHOOL OF ARTS		Foreign
Dean's office	$10	
Dept of Chinese		
4 Professors	3990	
2 Asst Profs	1690	
1 Lecturer	600	
-Books	100	
Research & incid.	180	
Dept West. Languages		
1/2 Professor		1/2
4 Asst Profs	1545	2
2 3/4 Lecturers	1200	3/4
1/2 Jr Lecturer	255	
-Books & incid	320	
Dept of History		
2 Professors		2
2 Asst Profs	1575	
1 Lecturer	545	
-Books & incid	125	
Dept of Economics		
2 1/2 Professors	1065	1 1/2
3/4 Asst Profs	205	1/2
1 Lecturer	545	
-Books & incid	125	
Dept Phil-Psychology		
1 1/4 Professors	1345	
-Books & incid	125	
Religion staff		
1/2 Professors	505	
1 1/2 Asst Profs		1 1/2
1 Lecturer		1
-Books & incid	250	16300
SCHOOL OF SCIENCE		
Dean's office	10	
Dept of Biology		
2 Professors	2085	
2 Lecturers	1090	
Eqt & incid	875	
-Bks & period.	100	
Dept of Chemistry		
3 Professors	2160	1
1 Jr Lecturer	525	
1 Assistant	375	
Eqt & incid	875	
-Bks & period.	100	
Dept of Physics		
1 Professor	1100	
3 Lecturers	1820	
1 Technician	475	
Eqt & incid	875	
-Bks & period.	100	
Dept of Mathematics		
1/2 Professor		1/2
1 Asst Prof	820	
1 Lecturer	300	1/2
-Bks & period.	30	13715
Dept of Education		
5 1/4 Professors	3180	2 1/4
Investigation	60	
Extension	125	1/4
-Bks & period.	250	
Practice School	1250	5860

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0615

CO-OPERATING UNITS
BOONE COLLEGE
GRIFFITH JOHN COLLEGE
HUPING COLLEGE
WESLEY COLLEGE
YALE-IN-CHINA COLLEGE

私立華中大學
HUA CHUNG (CENTRAL CHINA) COLLEGE
WUCHANG, CHINA
~~TEMPORARILY IN HSICHOW~~
~~WIXTALI, YUNNAN, CHINA~~

JUL 7 1947
J. EARL FOWLER

校長室
OFFICE OF THE ~~PRESIDENT~~

June 28, 1947

Dear Mr. Fowler:

Since Catharine has open here a letter for you that she has just typed up for Dr. Wei, I'm tucking in this note and two business letters for Mr. Greiner that must reach him without delay. One of them should have been sent him over ten days ago, but I've been so perfectly swamped that I've been unable to direct the use of my time. In a few days I must write up a batch of accumulated orders for your office to place. Only after that will we begin to prepare to take the children out of this heat up to Kuling. Miss Johnson has done a fine job as one-man scouting party, and most people are on the point of leaving.

How are things with you? It is a disappointment whenever I open a letter from your office and find in it only an invoice, but I understand how things must be on your desk. I hope you're getting a vacation yourself soon, and that the Fowler family is all well. We're well, though without any servant these days -- which complicates life. This morning's (provisional) Board of Directors meeting went very well. I'm sending Mr. Lyford today the budget that has taken so many hours out of my sleeping time this past week. I think it's worth the extra time and effort that because of my inexperience I had to put into it.

Our best wishes to you,

Paul

1655-3
0616

July 8, 1947

Dr. Paul L. Ward
Huachung University
Wuchang, China

My dear Dr. Ward:

This is just a short note to acknowledge your note of June twenty-eighth to Mr. Fowler which has just arrived. I immediately passed on the letters you enclosed for Mr. Greiner.

I know how sorry you will be to hear that Mr. Fowler is at present in the hospital recuperating from an operation which was performed last week. All reports are that he is progressing very nicely and they hope to have him home a short time from now. It was all a great surprise to us all as he was taken to the hos pital during the night. We certainly do miss him and I am afraid he will be out most of the summer. However, we are trying to "hold the fort" here and so far everything has been going along quite nicely.

We have been notified that the library book stacks will be ready for shipment about the middle of this month and Mr. Dietz is making arrangements to get shipping space for them. As soon as he can tell me what ship they will go out on and when it will sail I will write and let you know. Last week I sent you the instructions for setting these up. These were quite bulky and so were sent by registered regular mail. However, they should be in your hands by the time the stacks arrive.

We shall look forward to receiving the orders mentioned in your letter and will get right to work on them as soon as they are received.

I hope you are not working too hard and that you will get the opportunity of some rest and escape from the heat.

With every good wish.

Very sincerely yours,

(Mrs. Robert E. Holloway)
Secretary to Mr. Fowler

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J. Earl Fowler
281 Fourth Avenue
New York 10, N.Y.

Dr. Paul L. Ward
Huachung University
Wuchang, China

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私立華中大學
HUA CHUNG (CENTRAL CHINA) COLLEGE
WUCHANG, CHINA
校長室
OFFICE OF THE PRESIDENT

CO-OPERATING UNITS
BOONE COLLEGE
GRIFFITH JOHN COLLEGE
HUPING COLLEGE
WESLEY COLLEGE
YALE-IN-CHINA COLLEGE

Treasurer
Kuling, Kiangsi
July 23, 1947
Received Aug 14

L-66

Dear Mr. Lyford:

It is two months since I wrote you last, and there is quite a lot to report. I must confess that I spent the early part of June trying to complete my detailed examination of the financial picture (expenditures up to that time and estimates for the rest of the term), and when that was done the week following Commencement I spent in preparing the budget enclosed. Immediately after the meeting of the provisional Board of Directors on the 28th I hoped to write you, but since it was judged necessary to get my family up out of the heat the following week had to go towards making all the financial preparations for my month's absence -- and since arriving here I've spent virtually two weeks in bed trying to get my innards in shape, successfully, I think. I am, in sober truth, three weeks behind time.

1) The enclosed budget is probably the item that will interest you most. It was presented (and approved) at the June 28th meeting of the provisional Board of Directors, and the next step is for you to present it to the legal Board of Directors, I suppose. Anyway, you and Mr. Coe will be the ones who will study it most closely; so I want to send to you and to him a further sheet of explanation. If this sheet does not go in this letter to you, please understand that I have decided not to delay this letter for it but will send it off to you in a few days.

2) I am enclosing also a copy of a statement entitled "Status of Rehabilitation Funds" which Mr. Fenn asked us to provide in a hurry in May. Its only interest for you, I think, is that the Associated Boards may well confront you with figures from it when there is any discussion of our needs. I am responsible for the detailed figures, although Dr. Wei gave me general instructions. The form was laid down by the Associated Boards in their request. As the notes make clear, I did not find it easy to adhere to the form and still provide precise and meaningful figures. When (perhaps not until Mr. Coe returns) I find it possible to put the "accounts" for the Rehabilitation purchases in proper order, and to include the appropriate gifts in kind, a somewhat different picture may emerge.

3) A third enclosure is a list of equipment to be purchased from CNRRA in Shanghai. This is the final result of the negotiations begun so long ago for machine shop equipment. Last winter we had given up hope of any bargains being available in that quarter. But this spring things suddenly picked up, and Dr. Wei, Dr. Bien, and I decided that in spite of this purchase's having been dropped from our planning we should go ahead to buy the remaining bargains. At the end of May we accordingly instructed Mr. Gilson in Shanghai to pay out not over $1000 on purchase (with a further $250 as the expected maximum cost of handling and freight to Wuchang), his payments to be charged back to you in the usual fashion. Already a month ago, before any report went to you, Mr. Gilson reported that only half of the items we wanted were still available; according to the figures that I have entered on the list, these would cost only about $353, or, adding 25% for handling and freight, an estimated maximum of about $440. These few items are not prime essentials for the machine shop, but Dr. Bien has argued persuasively that they are bargains and will prove thoroughly useful. I hope that this unscheduled expenditure can be fitted in all right. I feel quite certain that there will be no difficulty in the end, but I do wish that I could find time from current treasurer's work to figure out where the Rehabilitation purchasing stands.

4) I have in my folder about eight orders for books and equipment to

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Mr. Fowler's office. My concern that nothing be sent to that busy office without first being checked for possible ambiguities and insufficient data, and without being clearly written up, has kept me from getting these urgent orders off more quickly. But all I need tell you here is that nearly all of these orders should be covered out of operating funds or balances, rather than out of Rehabilitation money, and that I shall so indicate when I write to Mr. Fowler's office. We have in fact already bought a certain amount with Rehabilitation money that should be covered out of current operating funds (periodicals, textbooks, and routine chemicals); such details of bookkeeping can be straightened out later, but I am anxious not to falsify any further the Rehabilitation totals and swell further the operating fund balances of the departments concerned. I am directing your attention to all this, since not many months ago you were keeping the departmental balances frozen to cover possible overruns in the Rehabilitation account. Since our Rehabilitation Committee meeting of last February, the danger of such overruns is past, I assume. But you deserve an opportunity to comment on all this. Let me add that until I do figure out in detail how the Rehabilitation funds stand we shall not be putting in any orders except the few (such as those I've just been talking about) that are urgent and essential for current operations.

5) Since my last letter to you, I have written quite a number of routine letters to Mr. Greiner, in order to cover our financial needs. In each case I have of course assured him that I was reporting the letter and its request to you. Here is the list:

a) Letter dated June 11th requesting payment of $5,000 to a Gold Street firm (compare letters 1 to 3 listed in my L-65).

b) Letter dated June 28th requesting payment of $1,000 to a Miss Liu in Chicago.

c) Letter dated June 14th asking that $410 be paid to a Mr. Lee when he presents my letter of introduction. This completes an arrangement made by Mr. Coe before he left Wuchang.

d) Letter dated July 3rd requesting payment of $1,500 to the same Gold Street firm.

e) Letter dated July 5th asking that $4,200 be paid in the U.S. to a member of our faculty when he presents my letter of introduction.

f) Letter dated July 4th asking that $2,000 be paid into the banking account of Dr. Paul V. Taylor to reimburse him for assistance given by him, at Dr. Wei's and my request, to one of his former students.

-- These requests are all in line with my similar requests before this. By having you make such use of contributed funds in the U.S., we are able to get along very much better under current circumstances.

6) The results of my detailed study of expenditures this term through May 31st were (all figures in CNC millions): salaries 121, other operating 35, deposit account 21, other special balances 21, rehabilitation 29, new faculty residences 142⅓. Operating expenses (the first two items) were covered by CNC income plus a little over $5,000 US. As closely as I could estimate, taking into account the expenditures in US carefully itemized for me by Mr. Coe in his letter of April 29th, we could expect to complete the term with at most a US $500 deficit. This would be in addition to the $5,213 deficit for the first term, but would cover the US expenditures just referred to, of which some $2,300 might properly have been charged to the first term's accounts but were not. It is my impression, now, that we are doing a bit better than I expected. On the other hand, this month's vacation of mine, to bring my family up here and to recuperate, is presumably preventing the substantial further savings that are possible when I am on the job full time and changing money only when actually needed.

7) Now let me report some of our receipts in CNC:

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a) We received at the end of May the USC grant for April of $6,400,000 and the balance of the USC inflation grant for January to March of $4,121,600. Then on June 9th the Associated Boards sent us $2,000,000 special supplementary current budget grant. At the end of June we were sent $6,400,000 as the May USC grant. Just now we have been notified of a USC inflation grant for April and May amounting to $6,555,934. We hope that the June USC grant will be forthcoming but cannot count on anything more through the Associated Boards after that.

b) The English Methodist mission on June 6th gave us $4,000,000 as their grant for the first half of 1947.

c) The Ministry at Nanking has awarded us $1,500,000 which according to our reply we will use to offset a bit of the increase in salaries. It has also awarded us $20,000,000 of which 80% must be used for "equipment": half was to be paid in April and I managed to get it late in June, but the other half to be paid in August has apparently already come through, according to a letter from Mr. Tan. I have not yet finally decided with Dr. Wei how the $16,000,000 for equipment should best be used. There are several urgent repairs which must proceed (replacement of the "public" toilet with a sanitary installation, repair of Ingle Hall), but I should like to cover with this money the cost of installing the telephone (on the Wuhan-wide system) and of purchasing and installing the Army field telephones which we hope to secure cheaply from the Friends Service Unit and make into a effective intra-mural system.

d) In mid-June Dr. Wei picked up $10,000,000 from Mr. Li Jui, who before the war had promised to help us with our building program. I am going to transfer this money on the books into a US credit towards building.

8) A letter to Dr. Wei dated June 17th from Kenneth Morland of Yale-in-China reports the allocation of the following sums to Huachung:

a) $2,300 for repairing the Yale-in-China houses. I shall write Mr. Coe to ask whether this is the figure that he reported as the cost of the repair work already done on these houses out of rehabilitation funds. If it is this, or should be so considered, we effectively have as a result funds to cover further rehabilitation repairs that now prove necessary. In any event, we feel obligated to make sure that these houses are in proper repair, and so with Dr. Wei's request I have asked Dr. Taylor to check the condition of the houses and to put the parts that will be occupied by Western families into the shape that the latter have a "right" to expect, including screening -- although we can't afford this for native faculty members, we must do it for the Fultons, I think.

b) $1,000 for refurnishing the house in which the Fultons will live. I shall ask Mr. Coe's advice on this (since no one is on hand in the Yale-in-China New Haven office from July 15 to September 1); if this can cover the screening, that's fine, but perhaps it should go towards kitchen cupboards etc. that the Fultons ask for either by letter or after arrival.

c) $1,250 for "Participation in Fellowship", which Mr. Morland reports "might be used to help in Dr. Bien's travel or in his stay" in the U.S.A. Dr. Wei asks that this offer be followed out by using this sum to cover Dr. Bien's travel to the U.S. and his return by way of England, since this last would be of great value to the university by promoting our understanding with Mr. Slater of C.C.U.A., who is currently concentrating on obtaining gifts of science and machine shop equipment regarding which he has been in steady correspondence with Dr. Bien. Dr. Wei points out that the university before the war used to pay $800 for the travel expenses of professors on sabbatical leave, and under present conditions the equivalent would be larger. Dr. Wei thinks it would be well to meet, from the above sum, Dr. Bien's railroad fare from Providence to New Haven as often as he

HUA CHUNG (CENTRAL CHINA) COLLEGE
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can make the trip.

Dr. Wei handed me Mr. Morland's letter to answer just before he left June 29th for a visit to his home. I am sorry that press of work, and then my indisposition here, kept me from answering in time to reach Mr. Morland before he left the New Haven office. Under the circumstances, I shall write now to New Haven just a letter of acknowledgement and thanks, on behalf of Dr. Wei, and I am asking you to take whatever steps need be taken to indicate formal acceptance of the sums and to collect the money.

9) I was very sorry to hear from others of Mr. Fowler's operation, and it was good to receive last week a note from Mrs. Holloway (Miss Olson) that he is doing nicely since then. Presumably I have been wrong in being apprehensive chiefly about your health, for a good letter from Mr. Evans dated the 25th of June speaks of your lunching with him as if you were in good health. I surely hope so. Anyway, I am led by all this to direct to you the enclosed note concerning some books published by Yale, which I wrote out some time ago to tuck into a letter to Mr. Fowler. If it makes sense to you to start inquiries concerning this possible gift of 66 excellent volumes, I hope that you can easily turn the matter over to someone at New Haven.

10) FOR YOUR ACTION (FINANCIAL). Dr. Jane Wu (Mrs. George Bien) wishes a check for sixty dollars ($60.00) sent to Mrs. Coe to cover a purchase that she is asking Mrs. Coe to make. Dr. Wu has had me set aside this amount from her deposit account. Will you please have a check for this amount sent to Mrs. Coe? -- Mr. Tan Jen-i, the assistant treasurer, is making a similar request to Mr. Coe to the amount of twenty dollars ($20.00). In this case you need not send Mr. Coe the money until he asks for it. But I hereby certify that the $20 is set aside for this purpose in the deposit account.

I seem to have come to the end of my list of accumulated business. I am ashamed to be writing you at such length at such long intervals, but you can perhaps understand how local urgencies can crowd out correspondence. I hope that you have managed to get away for a vacation and rest. My vacation really started after the local hospital gave me a clean bill of health last Monday (the 21st): I have since then had my first swims, four of them, and it was a swim that I have been craving most since the hot weather began this spring. This line is, in fact, being written on the 25th, for yesterday I went off on an all-day hike down to the best swimming-hole in these mountains, a wonderful clear pool under a waterfall, with Gray, Starratt, and Mr. Kemp as experienced guide and coffe-maker. We all are having a wonderful time here now, especially as Betsy and Johnny got up out of bed (minor upsets) at roughly the same time I did. I return to Wuchang with Mr. Constantine at the end of the first week of August, which leaves me still time for much good hiking and swimming as well as clearing up other delayed correspondence.

Since I haven't found time to keep up with news of the world outside, I have little idea how gloomy the prospects may seem to you. What I see of China is showing painfully slow, but steady, progress in restoring what the war disorganized and destroyed. The financial and price situation is rather difficult but not seriously discouraging for us, as it still seems to be for people in Shanghai and Nanking. Catharine and I have been unsuccessful in our attempts to secure a satisfactory servant (we really need two, but had to fire the only one we had), but that is the sort of thing that apparently can happen anytime in China and should clear up soon.

It is hardest of all to feel any discouragement about the university. The budget may seem to you a gloomy picture, but I feel that it provides in detail for all essentials and that, if we can continue to adjust our exchanging of money to the price level, we have a good chance of coming out better than it predicts. Under Dr. Wei's leadership, we are, I think, making steady progress toward the goal planned out at Hsichow, and morale seems excellent. I certainly feel it a privilege to be on the faculty.

So now Catharine and I want to send you our best wishes and greetings. Please remember us to Mrs. Lyford and the family. Sincerely, Paul

HUA CHUNG (CENTRAL CHINA) COLLEGE

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WESLEY COLLEGE
YALE-IN-CHINA COLLEGE

華中大學 私立
HUA CHUNG (CENTRAL CHINA) COLLEGE
WUCHANG, CHINA
~~TEMPORARILY IN HSIENOW~~
~~VIA TALI, YUNNAN, CHINA~~

校長室
OFFICE OF THE ~~PRESIDENT~~
Treasurer
Kuling Amer. Sch., Kuling, Ki.

AUG 6 1947
O. EARL FOWLER

July 30, 1947

Dear Mr. Fowler:

I am addressing this letter to you as a matter of form, even though Mrs. Holloway's letter of July 8th confirmed the rumor of your operation and added that you are probably to be out of the office all summer. I hope that you do have a long rest and a good one. This letter can be attended to, I hope, by Mrs. Holloway.

First, I have a question. We have received from you some transformers that do not seem to be the ones that we were expecting. They are three step-up transformers (110 volts to 220 volts), whereas the transformers on Radio Wire Television's invoice of late November number five and are listed as step-down transformers (220 volts to 110 volts, I assume). They arrived in three separate boxes from the National Council, marked No. 2270-A (78 lbs.), 2270-B (78 lbs.), and 2270-C (80 lbs.), whereas the invoice suggests that the five transformers were boxed with the big expensive radio and shipped by Radio Wire Television itself -- and so we've assumed that they are with the radio still held up in Shanghai by the difficulty of getting radios through. One of the No. 2270 boxes still has a sticker showing that it was sent uptown to 281 on November 7th, whereas the invoice is dated November 25th (I don't have my copy of the invoice here, so you might check it, but I think I'm accurate in all these details). Heaven only knows when the box with the expensive radio, covered by this Radio Wire Television invoice, will show up at Wuchang; the three step-up transformers are usable (at ~~much~~ fewer watts) as step-down transformers (which is what we need, since city current is 220 volts), and we could put them to use at once. So it seems worthwhile to ask you whether two batches of transformers were bought in November from Radio Wire Television, or whether the purchase covered by the November 25 invoice was actually shipped from 281 and not in one box as indicated by the invoice. We're hoping that the former is the fact, for we can well use extra transformers, as it turns out, even ones that are supposed to be used the other way around. But if these are to be our only ones, we'll have to distribute them with care.

Now to start in on the orders that have been delayed so long -- though all of them are more or less urgent. Mr. Coe has written that I had better write all as individual order letters to the firms concerned, to eliminate some of the copying in your office. I agree, except that it seems to me that the final letters sent from your office must be on your letterhead and you must have file copies; so the most that I can do is to submit a draft in each case as I did while in America. I'd like your comment on this, of course. As we begin to have routine equipment orders on top of rehabilitation orders, the amount of work for your office will at least not decrease, and you may want to consider alternatives.

Under present circumstances I'm fully occupied with day-to-day treasurer's work and the planning necessary to make ends meet, and we have no provision for whatever for secretarial work in the American sense. That's why ordinarily urgent orders get held up so long in my hands. I want you to know that I realize that your office, though better run, is just as snowed under, so that what I finally send in described as really urgent may have to be held up at your end too. I'll add that I'm a bit more behind than usual now, because getting my family out of the Wuchang heat at the end of June had to push everything else aside, and then once up here I had to spend virtually the first two weeks in bed to fix up my innards. To make it easier for your office to handle the orders that have accumulated by now, I'll send only three in this letter, and follow with the others in small batches at intervals.

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1) The following two small Physics orders, for replacements, should be charged to the university's operating funds for next academic year, 1947-1948, since they should on the treasurer's books here be covered by the routine appropriation for Physics Department maintenance. I assume that Mr. Greiner will know how to tend to this. Please inform Mr. Lyford that I am suggesting that they be charged this way and that Dr. Bien's best estimate of the total cost of the two orders, including shipment, is $75.00.

a) Radio Corporation of America
New York, N.Y.

Dear Sirs: I wish to order for the Physics Department of a university in China the following: // 1 Transformer no. 900527 for RCA cathode ray oscillograph type 155-C, with cathode ray tube RCA 3AP1/906 PI // Since this transformer is urgently needed, I ask that you mail it by parcel post, insured or registered if possible, directly to Huachung University, Wuchang, Hupeh, China. It may be helpful if you will mark the package "College Laboratory Supplies." // I should like to have four copies of your invoice. Please address any reply to my personal attention. // Very tr---

b) General Radio Company
Cambridge, Mass.

Dear Sirs: I wish to order for the Physics Department of a university in China the following: // 1 transformer for General Radio electron oscillograph type 6358 (serial no. 150) // 2 rectifying tubes for above 143D // Since the transformer and tubes are urgently needed, I ask that you mail them by parcel post/rest of letter exactly as in above letter/

2) Since the following Chemistry textbooks are to be rented to the students, the following order should also be charged to our operating funds for 1947-1948 (Chemistry maintenance and incidentals appropriation, to which the rentals will be credited in return). Please inform Mr. Lyford that I am suggesting that it be charged this way and that I estimate cost of these books (including postage) at $300.00.

To the bookstore: Please order the following for Huachung University, Wuchang, China, in the usual way; the charge is, however, to be covered by Mr. Greiner from the university's operating funds rather than from the library rehabilitation fund.

Houghton Mifflin
Morton, Clipping & Eblin A LABORATORY PROGRAM FOR GENERAL CHEMISTRY 1944 or later 10 copies

McGraw-Hill
J.A. Timm GENERAL CHEMISTRY 1944 or later 40 copies

Macmillan
Kolthoff & Sandell TEXTBOOK OF QUANTITATIVE INORGANIC ANALYSIS revised ed. 15 copies
McDougall PHYSICAL CHEMISTRY 10 copies
Conant CHEMISTRY OF ORGANIC COMPOUNDS revised 20 copies

These three orders (2 items) are enough for now. After tending to some other correspondence, I'll send in two or three more. It will be good to hear, Mr. Fowler, how you're getting along. We all wish you the best of progress. The Wards are well and having a fine time here in the undamaged, unlooted, and beautifully built new dorm of the American School in Kuling. We hear that it is a particularly hot summer down along the Yangtse, and I don't look forward to my own return to Wuchang ten days or so from now.

I want to say to Mrs. Holloway that she has all my best wishes as she keeps things moving and in good order through these summer weeks. Unless my memory does run a blank from China problems and busy-ness, her letter of July 8th was my first word of her marriage, and I want to send her my congratulations -- and especially to say that Mr. Robert E. Holloway is a very lucky man.

Sincerely,
Paul

0624

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1)' The following two small Physics orders, for replacements, should be charged to the university's operating funds for next academic year, 1947-1948, since they should on the treasurer's books here be covered by the routine appropriation for Physics Department maintenance. I assume that Mr. Greiner will know how to tend to this. Please inform Mr. Lyford that I am suggesting that they be charged this way and that Dr. Bien's best estimate of the total cost of the two orders, including shipment, is $75.00.

a) Radio Corporation of America
New York, N.Y.

Dear Sirs: I wish to order for ~~xxxx~~ the Physics Department of a university in China the following: \\ 1 Transformer no. 900527 for RCA cathode ray oscillograph type 155-C, with cathode ray tube RCA 3AP1/906 P1 \\ Since this transformer is urgently needed, I ask that you mail it by parcel post, insured or registered if possible, directly to Hwachung University, Wuchang, Hupeh, China. It may be helpful if you will mark the package "College Laboratory Supplies." \\ I should like to have four copies of your invoice. Please address any reply to my personal attention. \\ Very tr---

b) General Radio Company
Cambridge, Mass.

Dear Sirs: I wish to order for the Physics Department of a university in China the following: \\ 1 transformer for General Radio electron oscillograph type 6358 (serial no. 150) \\ 2 rectifying tubes for above 1A3D \\ Since the transformer and tubes are urgently needed, I ask that you mail them by parcel post\ rest of letter exactly as in above letter\

2) Since the following Chemistry textbooks are to be rented to the students, the following order should also be charged to our operating funds ~~xxx~~ for 1947-1948 (Chemistry maintenance and incidentals appropriation, to which the rentals will be credited in xx return). Please inform Mr. Lyford that I am suggesting that it be charged this way and that I estimate cost of these books (including postage) at $300.00.

To the bookstore: Please order the following for Hwachung University, Wuchang, China, in the usual way: the charge is, however, to be covered by Mr. Greiner from the university's operating funds rather than from the library rehabilitation fund.

Houghton Mifflin
Morton, Clapping & Eblin A LABORATORY PROGRAM FOR GENERAL CHEMISTRY 1944 or later 10 copies
McGraw-Hill
J.A. Timm GENERAL CHEMISTRY 1944 or later 40 copies
Macmillan
Kolthoff & Sandell TEXTBOOK OF QUANTITATIVE INORGANIC ANALYSIS ~~xxxxx~~ revised ed. 15 copies
McDougall PHYSICAL CHEMISTRY 10 copies
Conant CHEMISTRY OF ORGANIC COMPOUNDS revised 20 copies

These three orders (2 items) are enough ~~xxxx~~ for now. After tending to some other correspondence, I'll send in two or three more. It will be good to hear, Mr. Fowler, how you're getting along. We all wish you the best of progress. The Wards are well and having a fine time here in the undamaged, unflooded, and beautifully built new dorm of the American School in Kuling. We hear that it is a particularly hot summer down along the Yangtse, and I don't look forward to my own return to Wuchang ten days or so from now.

I must not say to Mrs. Hollowa[illegible] that she has all my best wishes as she keeps [illegible] and in good [illegible] these summer weeks. Unless my memory has run a blank from China [illegible] and busy-ness. Her letter of July congratulations -- and especially to say that Mr. Robert B. Hollowa[illegible] is a very lucky man.

Sincerely,

Enclosure

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HUA CHUNG (CENTRAL CHINA) COLLEGE

WUCHANG, CHINA

TEMPORARILY IN HSICHOW

VIA TALI YUNNAN, CHINA

OFFICE OF THE PRESIDENT

CO-OPERATING UNITS

BOONE COLLEGE

GRIFFITH JOHN COLLEGE

HUPING COLLEGE

WEALEY COLLEGE

YALE-IN-CHINA COLLEGE

August 8, 1947

Dr. Paul L. Ward
Huachung University
Wuchang, China

Dear Dr. Ward:

Thank you for your letter of July thirtieth which arrived a couple of days ago. Mr. Fowler is still away and we do not expect him back until after Labor Day. However, a letter the other day said he ~~would~~ feeling marvelous and had made a splendid recovery for which we are all very much relieved. Every day we miss him just a little bit more.

I have placed the orders which you enclosed for the Radio Corporation of America and the General Radio Company and also the order for the Book Store. I hope these will be reaching you very shortly. Mr. Coe mentioned to me last time he was in New York that in the future orders would probably be sent directly to the individual companies for the University. However, Mr. Fowler was already out of the office and so nothing further has been discussed regarding this arrangement. I think that it would be a good idea for us to continue the arrangement we are using now until Mr. Fowler gets back and we can discuss the matter with him, as he may have some valuable suggestions. I hope this will be satisfactory to you.

I am enclosing herewith a copy of the invoice from Radio Wire Television, Inc. for the three transformers which you mention in your letter. These were sent out to the University in addition to the five sent with the radio. These three were sent out from "281" and the others went directly from Radio Wire Television. Thus, you will have extra transformers as per your earnestt prayers! I don't know on what basis Mr. Fowler ordered these three transformers as all my files show is the voucher with which we paid for them and copies of the invoice, one of which I am enclosing for your information and records.

0626

I am enclosing herewith invoices for the shipment sent you on the S. S. ALAMO VICTORY fr m the Central Scientific Company. This is part of an order placed July 1946. You will note there are still some items which are not available and will have to be shipped at a later date. These invoices are just for your files. They have been paid and charged to the Equipment Fund.

On August fifth I sent you copies of an invoice for your files from the A. G. Spalding Company. This order has been paid for, charged to the Equipment Fund, and sent on the S. S. AJAX which sailed on July 22nd according to information received from Spalding.

You will be very sorry to learn that the library stacks from the Breeze Corporation were not ready on the fifteenth of last month as I wrote you they were due to be. Completion date is now given as August twelfth and we hope we will not be delayed again. Mr. Dietz has already notified our shipping broker and these will go out on the first available space upon completion of the order. I will let you know what ship and when they finally are shipped.

I have also sent you, under separate cover, invoices for your files from the Arthur H. Thomas Company. The necessary documents for clearance of the shipment have been sent to Mr. Gilson, in Shanghai. Arthur H. Thomas informs us that the order has been shipped complete with the exception of the following:

1	No. 1854	Balance, Analytical, Ainsworth Type DL
1	No. 1889-D	Microchemical Balance
1	No. 1966-C	Balance, triple beam
1 set	1979	Balance Weights
1	No. 8216	Pipette, Calibrating, 2 ml in 1/10
1	No. 7458	Kjeldahl Nitrogen Determination Apparatus
1	No. 5932-N	Gas Analysis Apparatus
1	No. 7492	Micro Kjeldahl Distillation Apparatus
1	No. 1672	Autoclave, Pressure Sterilizer
2	No. 8098m	Inductorium
1		Benedict Roth Closed Circuit Respiration Apparatus
1	No. 6415	Douglas Bag and Tubing
1	No. 9904	Water Bath
2	No. 5932-S	Gas Sampling Bottles, Bailey
2 cs.	No. 6262	Museum Jars, 8x7-5/8"
12	No.	Kjeldahl Digestion Tubes, 14 mm
1x1 gal.		Methyl Alcohol
1 case of 12	5631	Funnels, Separating, 250 ml
36 pairs	No. 9684	Crucible Tongs
72	No. 2207-L	Bottles, glass, 1 oz.
72	No. 2248-G8	Plastic Droppers
2	No. 1820-A	Balances
1 set of 7	No. 9550	Thermometers
24	No. 9525	Thermometers, -5 to +360 C
45 gms.	No. 8303	Platinum Metal Wire

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0627

The above are temporarily out of stock and just as soon as Arthur H. Thomas has a sufficient amount available for shipment they will again arrange for a further shipment.

I hope the above will give you some idea of the status of the orders at present and that it will not be too confusing.

Many, many thanks for your kind good wishes and kind words. The great day was the seventeenth of May and so I am now almost feeling like an "old married lady"! Mr. Fowler is getting on splendidly. He is certainly going to get a hearty welcome upon his return!

With my very best wishes to you and your family.

Very cordially yours,

(Mrs. Robert E. Holloway)
Secretary to Mr. Fowler

efo
Encls.

1655-3
0628

September 9, 1947

Dr. Paul L. Ward
Huachung University
Wuchang, China

Dear Dr. Ward:

This is just to advise you that the library book stacks from the Breeze Corporation were shipped on September fifth on the SCIDMORE VICTORY.

Mr. Fowler returned to the office last week and life at work commences much as usual. It sure is nice to have one's boss back after such a long absence. He is looking fine and has made a splendid recovery. No doubt he will be writing to you in the near future.

Mrs. Ward's mother has sent us a package of wool which we are asking the Reverend Leslie Fairfield to take out with him. Mr. Fairfield is due to sail on the MARINE LYNX from New York this Friday, September twelfth. I hope it reaches Mrs. Ward in good order.

With every good wish.

Very cordially yours,

(Mrs. Robert E. Holloway)
Secretary to Mr. Fowler

efo

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September 9, 1947

1650-30

0630

September 11, 1947

Dr. Paul L. Ward
Huachung University
Wuchang, China

My dear Paul:

I am enclosing herewith one copy of the export invoice on chemicals for the organic laboratory which are being shipped by Eimer and Amend. Besides this, I am enclosing a copy of the invoice for the shippine charges. Both of these bills have been paid and charged to the Huachung Equipment Fund. This order was shipped on the S. S. AZALEA CITY. There are several items which are still on back order and which will be sent as soon as they are available.

Also, a part shipment was made on your order from the Gaertner Scientific Corporation on September third. I am enclosing herewith two copies of their invoice along with a copy of the bill of lading. This bill has been paid and charged to the Huachung Equipment Fund. We still have not paid shipping charges on the shipment as yet. It is anticipated that delivery of the Monochromator and Thermopile will be made in late October.

I returned to the office the day after Labor Day and am feeling better than I have for many years. It is certainly good to be back to the daily routine of things.

With very best wishes and kindest regards to you all.

Faithfully yours,

J. Earl Fowler

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Encls.

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私立華中大學
HUA CHUNG (CENTRAL CHINA) COLLEGE
WUCHANG, CHINA
~~TEMPORARILY IN HSICHOW~~
~~VIA TALI, YUNNAN, CHINA~~

CO-OPERATING UNITS
BOONE COLLEGE
GRIFFITH JOHN COLLEGE
HUPING COLLEGE
WESLEY COLLEGE
YALE-IN-CHINA COLLEGE

校長室
OFFICE OF THE ~~PRESIDENT~~ Treasurer

October 3, 1947

OCT 01 1947
J. EARL FOWLER

Mr. J. Earl Fowler
281 Fourth Avenue
New York 10, N. Y.

Dear Mr. Fowler:

Here is a Chemistry Department order, written out on the attached sheets. The Chemistry Department, bless them, typed up the list properly in several copies; so I am enclosing two copies of the list, one for your files and one to send with the order.

Dr. Wei passed on to me today your thoroughly justified rebuke for failure to write you about Dr. Shen's purchase of books from Arthur M. Adler of 114 Fourth Avenue. Please tell Mr. Greiner that the payment, to the amount of $19.40, is covered in the deposit account. ~~I'll try to find a chance to see your letter and find out if you mention the amount paid. If you do, I can make the adjustment here. If you don't, I'd appreciate word of the exact amount.~~ With Dr. Wei's approval, I promised Dr. Shen last spring to facilitate this purchase. It was about a month ago that I made the arrangements with him.

I am in arrears on another report to you. On Dr. Taylor's request, I wrote August 21 to Mr. W. Reginald Wheeler, Executive Secretary of Yale-in-China at New Haven, to request his help in choosing the right sort of recording machine for the Language School here. I asked him to consult, if he felt able, the language school at Yale and secure exact information as to address of firm, accessories, and cost, and then to send you the information so that you could place the order. I promised to write you "at once" to inform you fully.

This purchase -- which has had Dr. Wei's approval since the day it was first broached -- is to be covered out of the fund which the missions cooperating in the Language School, ACM included, are depositing with us. I have already received $1000 in the form of a check which I hope to record and forward to Mr. Lyford. The request to Mr. Wheeler was that he seek information on a machine for about $500, but I have heard since that the Language School committee is prepared to spend up to $1000 out of the fund on it.

You may, therefore, have already heard from Mr. Wheeler, and may have made a sensible decision, as usual, to cope with an unexpected "bolt from the blue". I have not heard anything as yet.

I'm a little too sick at heart about my work to write more now. Some time I'd like to learn from you what to do when more and more tasks are piled on after one's limit of strength has been reached and confusion of mind starts to set in. You know all about it, I'm sure. I'll promise you that hereafter I'll not authorize any action in America until I have already written you. After all, John Coe will be here in four months and then I'm through.

Catharine and I are very glad to hear that you've been feeling better since your summer's illness. We're having a happy time with Martha and Augie and their youngster here. The children are well, and we're blest with a very good cook now. In very many ways things are going excellently here, in the college and the community. So don't attach any importance to my state of mind.

Thank you for forwarding so regularly the invoices and information about purchases. They get into the right hands at once, and we are getting duty-free permits fairly satisfactorily.

Sincerely,
Paul Ward

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華中大學
HUACHUNG UNIVERSITY
WUCHANG, HUPEH.
CHINA.

October 4, 1947

OCT 14 1947
J. EARL FOWLER

J. Earl Fowler, Assistant Secretary
National Council
281 Fourth Avenue
New York City 10

Dear Mr. Fowler:

Attached is a list of books to be ordered for the Foreign Language Department of Hua Chung University. My estimate of the total, without discount, is $479.32. (see below)

Please handle in the usual way.

Sincerely,
Paul L. Ward
Acting Treasurer

Encl.

Dear Earl:

Miss Sheets has very kindly done all the work in preparing and typing up this order. So even though I mailed you a letter just this morning I must rush this off. The Foreign Language Department has been waiting for a long time for action on this -- which is my fault, I'm afraid.

The figure given above is total purchase cost, carefully checked. Allowing therefore only 5% more for possible price increases, and then adding the usual 15% for postage, the estimated cost of the order is $580.00. To this should be added the $15 for the Reader's Digest subscriptions ordered in the accompanying letter.

These orders have Dr. Wei's approval as purchases out of the Rehabilitation book funds (library fund). Since, however, these are yet further orders for class-use books for the Department, and since the Department has a rather large sum in this year's budget (and even more accumulated in the Arts books reserve account), I think it better to charge them to the university's operating funds for the year 1947-1948. Mr. Lyford may have an opinion on the subject. If he prefers that the Arts Books reserve not be touched, a compromise would be to charge $200 to the current operating funds and the balance to the Rehabilitation funds. In any event, please report to him the total estimated cost ($595.00) and how it is to be charged -- and let me also know how you are charging them. Sorry not to be clear here on the subject.

Gratefully,
Paul

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For: ~~Dept. of Foreign Languages~~ (627)
Hua Chung University
Wuchang, Hupeh, China

TO NATIONAL COUNCIL BOOK STORE:

BANTAM BOOKS INC., 1107 Broadway, New York City 10	
Twain, Life on the Mississippi	40 copies
F. S. CROFTS AND COMPANY, 101 Fifth Avenue, New York City 19	
DeVane, A Browning Handbook	1 copy
THOMAS Y. CROWELL COMPANY, 432 Fourth Avenue, New York City	
Cattrell and Fatos, Selected French Short Stories of the Nineteenth and Twentieth Centuries	2 copies
DOUBLEDAY, DORAN AND COMPANY, 14 West 49 Street, New York City	
Bennet and Knoblauch, Milestones (cheapest edition)	20 copies
DRYDEN PRESS, 386 Fourth Avenue, New York City 16	2 copies
E. P. DUTTON & COMPANY, INC., 286-302 Fourth Avenue, NewYork City	
Austen, Pride and Prejudice	25 copies
Eliot, Middlemarch	2 copies
HARCOURT, BRACE AND COMPANY, 383 Madison Avenue, New York City	
Schinz, Robert, Giroud, Nouvelle anthologie française	10 copies
D. C. HEATH AND COMPANY, 285 Columbus Avenue, Boston, Massachusetts	
Denoeu, Petit miroir de la civilisation française	10 copies
HOUGHTON MIFFLIN COMPANY, 2 Park Street, Boston, Massachusetts	
Cather, O Pioneers	1 copy
Nicolson, Tennyson	1 copy
MACMILLAN COMPANY, 60 Fifth Avenue, New York City 11	
Cecil, Thomas Hardy	1 copy
Saunders, French Verse for Schools	1 copy
Williams, George Eliot; a Biography	1 copy
Zeitlin and Rinaker, Types of Poetry	3 copies
THOMAS NELSON AND SONS, LTD., 385 Madison Avenue, New York City	
Hampden, ed., Ten Modern Stories ("Teaching of English" Series)	20 copies
OXFORD UNIVERSITY PRESS, 114 Fifth Avenue, New York City 11	
Bronte, The Professor (World Classics)	5 copies
Bronte, Shirley (WC)	5 copies
Bronte, Villette (WC)	5 copies
Dickens, Tale of Two Cities (WC)	5 copies
Eliot, Scenes of Clerical Life (WC)	8 copies
Eliot, Mill on the Floss (WC)	8 copies
Eliot, Silas Marner (WC)	30 copies
Selected English Short Stories, Second Series (WC)	25 copies
POCKET BOOKS, INC., 1230 Sixth Avenue, New York City 16	
Hilton, Good-bye, Mr. Chips!	40 copies
Pocket Book of Verse (no. 62)	40 copies
Saroyan, Human Comedy	40 copies
Twain, Huckleberry Finn	40 copies
Wilder, Our Town	40 copies

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RANDOM HOUSE, 20 East 57th Street, NewYork City 22	
Anthology of Famous English and American Poetry (Modern Library Giant)	15 Copies
Besier, Barretts of Wimpole Street (Modern Library)	40 copies
Dickens, David Copperfield (ML)	35 copies
Hardy, Jude the Obscure (ML)	5 copies
Hardy, The Mayor of Casterbridge (ML)	5 copies
Hardy, Tess of the D'Urbervilles (ML)	5 copies
Hawthorne, Scarlet Letter (ML)	16 copies
Thackeray, Vanity Fair (ML)	8 copies
UNIVERSITY OF CHICAGO PRESS, Chicago 37, Illinois	
Cross, Bibliographical Guide to English Studies (latest edition)	1 copy
YALE UNIVERSITY PRESS, NEW HAVEN, CONNECTICUT	
DeVane, Browning's Parleyings	1 copy

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OCT 27 1947
J. EARL FOWLER

Hua Chung University
Wuchang, Hupeh, China
October 19, 1947

Mr. J. Earl Fowler, Assistant Secretary
281 Fourth Avenue
New York 10, N. Y.

Dear Mr. Fowler:

On February 12, 1947, Dr. Richard Bien sent you the following letter:

"Dear Mr. Fowler:

I am happy to know that Mr. Lyford has approved the buying of biology equipment. The books certainly can be ordered. Herewith is another list of books (texts) for the Western Languages Department. Order put in by Miss Sheets and approved by Dean Constantine, acting for Miss Bleakley.

25 copies Lecompte and Sundeen. Unified French Course. Latest edition. Heath & Co. Chicago.
15 copies Bond, Graded French Readers, Books I-VIII. Heath & Co., Chicago.

1 copy Jack, French Pronunciation and Diction. Chicago.
1 copy Heath's French-English Dictionary with phonetic pronunciation. Heath & Co., Chicago.

Sincerely yours,

Richard P. Bien, in charge of
Rehabilitation orders for the President."

As yet we have not received these books, and Miss Sheets would like to have the order traced. If the Lecompte and Sundeen is out of print, you may substitute Fraser, Squair, and Carnahan, Standard French Grammar, also published by Heath and Company. Since we have very little material in French for teaching purposes, Miss Sheets will appreciate whatever can be done to speed delivery of these books.

For the convenience of the book store in tracing this order, I am enclosing a carbon of this letter.

Very sincerely yours,

Paul L. Ward
Acting Treasurer

1659-31
0636

Hua Chung University
Wuchang, Hupeh, China
October 19, 1947

Mr. J. Earl Fowler, Assistant Secretary
281 Fourth Avenue
New York 10, N. Y.

Dear Mr. Fowler:

On February 12, 1947, Dr. Richard Bien sent you the following letter:

"Dear Mr. Fowler:

I am happy to know that Mr. Lyford has approved the buying of biology equipment. The books certainly can be ordered. Herewith is another list of books (texts) for the Western Languages Department. Order put in by Miss Sheets and approved by Dean Constantine, acting for Miss Bleakley.

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15 copies Bond, Graded French Readers, Books I-VIII. Heath & Co., Chicago.

1 copy Jack, French Pronunciation and Diction. Chicago.
1 copy Heath's French-English Dictionary with phonetic pronunciation. Heath & Co., Chicago.

out of stock but on order

Sincerely yours,

Richard P. Bien, in charge of
Rehabilitation orders for the President."

As yet we have not received these books, and Miss Sheets would like to have the order traced. If the Lecompte and Sundeen is out of print, you may substitute Fraser, Squair, and Carnahan, Standard French Grammar, also published by Heath and Company. Since we have very little material in French for teaching purposes, Miss Sheets will appreciate whatever can be done to speed delivery of these books.

For the convenience of the book store in tracing this order, I am enclosing a carbon of this letter.

Very sincerely yours,
BLW
Acting Treasurer

0637

October 21, 1947

Dr. Paul L. Ward
Huachung University
Wuchang, China

My dear Paul:

Your letters of October third and fourth have just been received and I am placing the orders right away. These are being charged to Huachung University's Operating Funds for 1947-48.

I had the pleasure of meeting Mr. Reginald Wheeler, Executive Secretary of Yale-in-China Association last week. I have not heard from him regarding the matter you wrote to him about on August twenty-first, i.e., a recording machine for the Language School in Wuchang. I have just written him a letter and asked him if it was possible to bring the data down with him to the meeting of the Trustees to be held this Friday, October 24th.

I am mighty sorry but not at all surprised that you are sick at heart about your work. I have been terribly distressed that they piled too much work on you as soon as you arrived in China. The Mission Field is no exception to the regular Christian and Church practice. The minute one shows the least interest in Church or anything worth while he is immediately loaded beyond the normal capacity of his strength. Besides a very heavy load here at the office my own parish expects just a few people to carry the load and responsibility of a very active program. A few months ago I sent a contribution to an Interracial Fellowship here in New York and without further consultation was put on the Finance Committee and one or two other committees which require work and time. I can't give you any secret method by which one carries more than they should. Your situation is much more difficult than the comparison I have made regarding myself here in New York. Your home was not ready for you to move into and you had to make adjustments to strange environment and you should not have been given so much extra work. You will be glad to know that everything is working out fine and I have a reservation for John and Mary Coe who will sail from San Francisco on January ninth. They should be back for the new term and will take a great deal of the

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treasurer's work off of your shoulders. Be of good cheer and keep up the fine work you have been doing until his arrival. I hope that you, Catherine, Martha, Augie, and the children are enjoying good health. This is the most important single factor in being happy in China.

Dot joins me in love and very best wishes.

Very cordially yours,

J. Earl Fowler

JEF:O

1659-3
0639

October 28, 1947

Dr. Paul L. Ward
Huachung University
Wuchang, Hupeh, China

My dear Paul:

Your letter of October nineteenth has just arrived and I have checked with the Book Store regarding the order for books received in Dr. Bien's letter of February 12, 1947. Twenty-five copies of Lecompte and Sundeen, Unified French Course, and fifteen copies of Bond, Graded French Readers were shipped out on the S. S. WELCH PRINCE which sailed in June 1947. This was included in a case of books sent by Miss Weatherbee.

One copy of Jack, French Pronunciation and Diction and one copy of Heath's French-English Dictionary are out of stock so they have not been supplied.

I will take up with the Church Periodical Club your subscription to The NewYorker. I greatly enjoyed Catherine's letter and will reply to it as soon as I have time. As soon as I hear from Mrs. J. Richard Haines regarding the things she wishes to send to Catherine I will advise her who to send them to. The Coes are returning and will sail on January ninth from San Francisco and I think they will probably be the best ones to have bring the things out. I am frightfully busy so I will make this short and sweet.

Love and very best wishes to you all.

Very cordially yours,

J. Earl Fowler

JEF:O

P. S. In case there are any other books you would like to substitute for the ones out of print, please let me know.

J. E. F.

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October 28, 1947

Dr. Paul L. Ward
Huachung University
Wuchang, Hupeh, China

My dear Paul:

Your letter of October nineteenth has just arrived and I have checked with the Book Store regarding the order for books received in Dr. Bien's letter of February 12, 1947. Twenty-five copies of Lecompte and Sundeen, Unified French Course, and fifteen copies of Bond, Graded French Readers were shipped out on the S. S. WELCH PRINCE which sailed in June 1947. This was included in a case of books sent by Miss Weatherbee.

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Very cordially yours,

J. Earl Fowler

JEF:O

P. S. In case there are any other books you would like to substitute for the ones out of print, please let me know.

J. E. F.

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P.S. I enclose a letter for Mrs. Greiner. Will you send it down? Thank you. — EEW

CO-OPERATING UNITS
BOONE COLLEGE
GRIFFITH JOHN COLLEGE
HUPING COLLEGE
WESLEY COLLEGE
YALE-IN-CHINA COLLEGE

私立中華大學
HUA CHUNG (CENTRAL CHINA) COLLEGE
WUCHANG, CHINA

校長室
OFFICE OF THE PRESIDENT
Treasurer

November 7, 1947

Mr. J. Earl Fowler
281 Fourth Avenue
New York 10, N. Y.

Dear Mr. Fowler:

The long-suffering science people have been on my neck this afternoon (at my suggestion) to force me to disregard the urgent local problems for the sake of two book orders long delayed, and incidentally to answer the questions and clear up the ambiguities that I always find in orders put into my hands.

First, here is a long order of Biology Department books, to be placed with the book store: some 142 volumes, beginning with Sutton's Birds and ending with Clements' Fungi. Since list price seems to total $592.10, I estimate (allowing for discounts, price increases, and postage) a final cost of $572.00, to be charged to the Rehabilitation book funds (library fund). Dr. Wei has approved this. I assume that we are still comfortably within the sum reserved for books in the rehabilitation funds; if you have any reason to doubt this, you may of course consult John Coe.

Second, here is an order for 2 copies of Fuson's Organic Chemistry. To be on the safe side, I estimate final cost of $7.00, to be charged to the university's operating funds on the current budget.

Third, I tuck in also an order for a stop watch and various tests for the Psychology Department, to be secured from the Psychological Corporation on 5th Avenue. A draft letter is enclosed. I estimate final cost (including possible price increases and postage) at $100.00, to be charged to our operating funds on the 1947-48 budget.

Will you please report these estimates and the charges to Mr. Lyford? I haven't covered all the orders in my folder, but the others have some difficulties that still must be straightened out. They do not run to much money, by the way.

Now I want to express my sincerest thanks for your kind words in your letter of October 21st about the state of my work. I'm still so young and inexperienced that I consider the "regular Christian and Church practice" not inevitable, especially here, and look forward to doing everything I'm permitted to do, by way of detailed office-analysis and suggestion, to reduce that sort of thing in the months starting February. I've said as much to Dr. Wei, who approves heartily—even though he may not realize that I'll probably be trying to reform him too! My feeling is that a great deal can be done in the way of efficiency and staff morale, but of course I'm not even spending time thinking it out until John Coe is back in the saddle and can contribute his wisdom.

Mr. Wheeler of Yale-in-China has sent (October 23rd) a fine full answer to my question about the Language School machine. What his letter recommends would cost much more than we planned, and would perhaps not serve the need exactly. The matter will therefore have to come before the Language School Committee (on which the various missions are represented) at its next meeting, and I'll write you then.

Miss Sheets has shown me her letter to you apologizing for bringing about a duplicate order of the French books ordered by Dr. Bien on February 12th. I want to make it clear that a large part of the fault is mine, for not having been on my toes to follow up the matter when she first expressed distress over the delay. I'll enter the added cost (the second bill, which I assume you must pay) in my figures on the rehabilitation book money. — Now I will have to

Sincerely, and with more thanks to you for your letter of Oct. 28th, our love to you and Dot, and our hopes that you keep well,

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[cover]

November 17, 1947

Dr. Paul L. Ward
Huachung University
Wuchang, Hupeh, China

My dear Paul:

Thanks for your letter of November seventh which has just arrived. The letter for Mr. Greiner has been sent down to him and orders are being placed today. I have added to the letter to the Psychological Corporation on Fifth Avenue the fact that the equipment is greatly needed and we would appreciate their immediate attention. I hope there will be no delay.

I am going to be frightfully busy for the next few weeks. There are a great many interdenominational meetings coming off in the next ten day. Dot and I are going to Washington on Friday to spend the night with friends and then go to Baltimore, Maryland for Jim's wedding on Saturday evening, November twenty-second. The following Wednesday, November twenty-sixth we leave by plane for Cuba where we will spend about three weeks visiting all of our mission stations there. We are looking forward to a very interesting and instructive visit. It will be my first visit to any of our mission fields outside of the Far East.

I am giving Mr. Lyford a memorandum regarding these orders. I will be looking forward to hearing from you later regarding the material for the language school committee. It seems to me that after having your former letter I wrote a note to Mr. Reginald Wheeler of Yale-in-China. However, I have had no reply from him. I had a nice letter of apology from Miss Sheets, the one that she showed you. I wrote a note sympathizing with her and I told hereI was sure it would never happen again and that there would be no damage done providing you were able to dispose of the duplicate books over there in China. I haven't checked so I am not at all sure whether Heath & Company have been paid yet or not.

I hope all is going well with the family and that Catherine is in good health. You might have Bishop Gilman send me a cable when the baby arrives. I will be very glad to notify all of your family and

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friends who are listed on your record card.

Dot joins me in very best wishes and kind regards to you all.

Very cordially yours,

J. Earl Fowler

JEF:O

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November 20, 1947

Dr. Paul Ward
Huachung University
Wuchang, China

My dear Paul:

I am enclosing the address receipt for a two year subscription to "The New Yorker". I have taken care of the expense of this subscription and I hope that you receive it regularly and continue to enjoy it.

Mr. Lyford and I are having a conference with Dr. Richard Bien on Monday morning. We hope that John Coe will be with us but we are not at all certain of his coming.

My son Jim gets married Saturday night in Baltimore. Dot and I are leaving next Wednesday for a three weeks' visit to Cuba. She joins me in very best wishes and a very blessed Christmas and Happy New Year. We hope that Katherine and the new member of the family will arrive without too much difficulty.

Very best wishes and kind regards.

Very cordially yours,

J. Earl Fowler

JEF:chh
Encl.

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can you do anything on the enclosed request from Dr. Hwang? PLW

CO-OPERATING UNITS
BOONE COLLEGE
GRIFFITH JOHN COLLEGE
HUPING COLLEGE
WESLEY COLLEGE
YALE-IN-CHINA COLLEGE

華中大學
HUA CHUNG (CENTRAL CHINA) COLLEGE
WUCHANG, CHINA
~~TEMPORARILY IN HSICHOW~~
~~XIA XIAOXIX XUNNAN XCHINA~~

校長室
OFFICE OF THE ~~PRESIDENT~~
Treasurer

December 27, 1947

JAN 8 1948
J. EARL FOWLER

Mr. J. Earl Fowler
281 Fourth Avenue, New York 10

Dear Earl:

Christmas is behind us -- a very happy one --, and we are having the breathing space of a few days' holiday. So I can sit down to the typewriter to attend to several items of accumulated business.

First, please send the enclosed notes for Mr. Greiner down to him. I was very happy that the cable from Evans that came in just a week ago said that the $2,500 had been deposited with Greiner, for money reaching us through the United Board office in Shanghai is worth so much less to us.

Second, I enclose a list of nine books to be ordered through the bookstore, according to our standard procedure, for the Department of Economics. The extra copy is for you to send down to the bookstore, with your endorsement. I estimate cost (including postage) at $35.00, to be be charged to our current operating funds, please.

Third is a list of four technical magazines for the Economics Department, I'm afraid that I've completely lost touch with the situation of our magazine subscriptions since turning all my data and the responsibility over to Al Starratt last spring, and I don't feel able to check into it until February and John Coe's return. But if things are not too confused, as I confidently assume they're not, and if Mr. Fleischman is still willing to help us, I ask that you send the extra copy of this list up to Mr. Fleischman for him to see to at once, since the Economics people, now including Van Sant, have up to now no periodicals from abroad. I estimate cost of these subscriptions at $20.00, to be charged to our current operating funds.

Fourth is a long list of botanical slides to be ordered from the Turtox Biological Supply House in Chicago; cost estimated at $$388, to be charged to our current operating funds. This estimate includes postage. Your letter placing the order might read as follows:

> Turtox Biological Supply House
> 761-763 East 69th Place
> Chicago, Ill.
> Dear Sirs:
>
> I should like to order the biological materials listed on the attached sheet for:
>
> Huachung University
> Wuchang (4), China
>
> Since these items are urgently needed for teaching purposes, please forward them directly to the university at this address by parcel post, insuring or registering the packages if this is possible. The packages should be marked "College Laboratory Supplies". // I should like to have four copies of your invoice. Please address your reply to my personal attention.
>
> Very tr---

So much for business. We hope that you and Dot have had a good Christmas and will have a prosperous New Year. Catharine and I have just slipped out of a large and gay party at the Starratts, with the excuse that the baby might be crying. But he is sleeping soundly upstairs even though it is just about his feeding time; he is, in fact, usually as good as this. Things seem to be going well for just about everybody in the Huachung community. I find myself hoping that you are seeing the weekly Newsletter and so knowing more of the details of our life. Best wishes,

Paul

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私立武昌華中大學教育學院
School of Education
Huachung University
Wuchang, China

JAN 8 1948
U. EA

Mr. J Earl Fowler
281 Fourth Ave.
New York 10, N.Y.

Dear Mr. Fowler:

I enclose herewith a clipping from an American educational magazine, The Nation's Schools, Nov.1947. It is a great news to our School of Education, Huachung University. Our school is the only school of education among the 13 Christian universities in China. Since our return from Yunnan in 1946, we have been building up our school library very slowly. We want to make a good collection of all up-to-date textbooks used in secondary schools and higher institutions. I wonder if you can approach for us the right authority for a complete set of those books for our School of Education Library. We can make good use of them by showing them to our teachers of our Practice School and the teachers of more than 30 middle schools affiliated with us.

Wishing that you will favor me with an early reply,

Yours sincerely,

Pu Hwang

Dean of the School of Education
Huachung University

Dec.17,1947

WAR SURPLUS

Surplus Textbooks Available

WASHINGTON, D. C.—War Assets Administration is making available to schools approximately 3,000,000 textbooks formerly used in military training programs and U. S. Armed Forces Institute courses. These are available through the Federal Works Agency without charge, or directly at 5 per cent of fair value. They cover a variety of subjects for secondary schools and higher educational institutions. Large numbers of books are located in Washington, New York City and St. Louis, and small lots have been declared surplus to W.A.A.'s regional offices, from which catalogs of the volumes obtainable may be had.

0643

January 8,1948

Dr. Paul L. Ward
Huachung College
Wuchang, China

My dear Paul:

I have just learned that the Oxford University Press and many other publishers process our book orders through the Henry M. Snyder & Co., export representatives for American book publishers. I am enclosing for your information a list of publishers that are represented by the Henry M. Snyder and Co., also a pamphlet entitled "By Way of Introduction". It will save considerable expense in postage and excess accounting details if we, in the future, deal direct with the Henry M. Snyder & Co. This concern will give us the maximum discount possible. Generally speaking, this will be 40% on trade books and 25% on technical and scientific books.

In the future, where books are published by any of the concerns on this list, orders should be placed direct with this concern instead of sending it to the publisher. It might be a good idea to send all of your orders direct to me and I will place them from this office.

With very best wishes and kind regards.

Very cordially yours,

J. Earl Fowler

JEF:chh
Encl.

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January 16, 1948

Dr. Paul L. Ward
Huachung University
Wuchang, Hupeh, China

My dear Paul:

I am sorry for the slight delay in replying to your letter which arrived the end of last week. I held it up because I expected Mr. Lyford in on Friday but due to weather conditions he was delayed until Tuesday. We are taking care of all the details in your letter.

Please pass on to Dr. Pu Hwang, Dean of the School of Education, that we regret greatly that the books he refers to from surplus property are not available. Even though the notice in the educational magazines does not state it, there are many conditions on which these books may be obtained. They were only available for institutions that were accommodating former military personnel. In other words, the G.I.'s under the bill of rights. I understand they have all been snapped up.

As usual, I will have to make this short and sweet. I am glad you had a nice Christmas and I am most pleased to know that Stephen is always good. I am expecting to be a grandfather in March. As usual, I am frightfully busy so will have to close. I am greatly enjoying the Huachung Newsletter. It is fine to have the news and know what is going on on the campus regularly. I congratulate you on being able to maintain such an interesting social program.

All join in very best wishes and kind regards.

Very cordially yours,

J. Earl Fowler

JEF:O

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January 29, 1948

Dr. Paul Ward
Huachung University
Wuchang, Hupeh, China

My dear Dr. Ward:

I am enclosing two reports on orders to the bookstore from you for Huachung University. More of these will be coming through from time to time to enable you to get a clearer picture of what books are outstanding, out of print, etc.

Very best wishes and kind regards.

Cordially yours,

For: J. Earl Fowler

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R. P. Bieri
Rm-20 B-003 M.I.T.
Research Lab for Electron

[17

Huachung University
Wuchang, Hupeh,
China.

Department of Biology

Chicago Apparatus Company
1735-1743 North Ashland Avenue
Chicago, Ill.

Chemicals and stains:

Quantity:	Cat.No.:	Article:	Price:
10 grams		Acid carminic	3.00
25 "		Alizarine	1.60
10 "		" red S	.75
10 "		" blue S	.75
10 "		Alum carmine	1.00
25 "		Aniline blue-sp.so.	1.75
10 "		Azo blue	.50
25 "		Berlin blue	1.10
10 "		Bismark brown Y	.50
10 "		Borax carmine	1.00
10 "		Bordeux red	.50
10 "		Brilliant aliz.blue	.80
10 "		brilliant green	.75
10 "		Carmine	.75
25 "		Congo red 4B	.60
10 "		Crystal violet	.75
10 "		Dahlia B	.75
25 "		Eosin Y	1.60
1 lb.		arsenic pentoxide	1.63
1 lb.		aniline oil	.51
1 lb.		balsam, Canada neut.	4.20
4 oz.		bergamot oil	1.00
1 lb.		cedar wood oil(clear)	1.50
1 lb.		clove oil	1.78
1 lb.		castor oil	.50
1 lb.		gum, arabic, white	.60
1 lb.		" damar	1.20
10 lbs.		naphthaline flakes	2.00
1 pt.		olive oil	.75
1 qt.		paraffin oil, white	.85
5 lbs.		paraffin 47-49°C	1.90
5 "		" 50-52°C	1.90
5 "		" 53-55°C	1.90
1 lb.		metol	4.33
5 lbs.		sodium thiosulphate	.70
1 lb.		winter green oil	.72
5 lbs.		corn starch	.70
5 lbs		potato starch	.95
3 lbs		Turpentine (Venice)	3.75
10 grams		Fast green	1.10
10 "		Acid fuchsin	.75
10 "		Gention violet	.75
1 "		Giemsa stain	1.50
10 "		Haematein	2.25
10 "		" alum	1.00
25 "		Haematoxylin	2.25
10 "		Janus blue	1.00
10 "		" red	1.00
10 "		Leuco methy.violet	.90
10 "		Light green S.F.	.75
10 "		Lyons blue	.80
10 "		Magenta red	.75
10 "		Methylene blue	.80
10 "		Methyl orange	.50
10 "		Methylene blue (blood)	.75
10 "		Methylene green	.75
10 "		Neutral red	.75
10 "		New methylene blue	.75
10 "		Nigrosine B	.50
10 "		Orange G	.75
10 "		Picro carmine	1.00
25 "		Prussian blue	1.10
10 "		Safranin A	.80
10 "		Scarlet R.	.75
10 "		Sudan I	.75
10 "		" II	.75
10 "		" III	.75
10 "		Trypan blue	.75
10 "		Wright's stain	2.25
2 lbs.		chloroform	1.20
1 lb		chloral hydrate	1.33
5 lbs.		collodin	1.75
1 lb.		creosote	1.30
5 lbs.		dextrose	.90
2 lbs.		ether U.S.P.	1.10
2 lbs.		gelatin flake	1.60
10 lbs.		glycerine U.S.P.	2.90
10 gals.		absolute alcohol	4.50

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hydrofluoric

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[27]

Huachung University
Wuchang, Hupeh,
China.

Department of Biology

Chicago Apparatus Company
1735-1743 North Ashland Avenue
Chicago Ill.

A. Microscopic slides:

	Cat.No.:	Article:	Price:
1	89630	scale	.50
1	89632	"	.50
1	89634	"	.50
1	89804	starfish, cleavage	.50
1	06	" "	.50
1	08	" "	.50
1	10	" "	.50
1	12	" "	.50
1	16	" "	.50
1	89842	frog, embry.ser.S.	2.00
1	44	" " "	2.00
1	46	" " "	2.00
1	48	" " "	2.00
1	50	" " "	2.00
1	52	" " "	2.00
1	54	" " "	2.00
1	89902	frog embry.typ.xs	1.00
1	04	" " "	1.00
1	06	" " "	1.00
1	08	" " "	1.00
1	89924	chick embry w.m.	1.00
1	26	" " "	1.00
1	28	" " "	1.00
1	30	" " "	1.00
1	32	" " "	1.00
1	34	" " "	1.00
1	36	" " "	1.00
1	38	" " "	1.00
1	40	" " "	1.00
1	42	" " "	1.00
1	90042	chick embry.inj.	2.00
1	50	" " "	2.00
1	58	" " "	2.00
1	90070	pig embry.tran.s. (serial)	6.00
1	72	" " "	7.00
1	74	" " "	10.00
1	90090	pig embry.typ.xs.	3.00
1	92	" " "	4.00
1	94	" " "	4.00
1	90096	pig embry.sag.typ.	1.00
1	98	" " "	1.25
1	100	" " "	1.50

76.25

	Cat.No.:	Article:	Price:
1	89664	frog skin	.50
1	89666	" "	.50
1	89822	frog, cleavage	.50
1	24	" "	.60
1	26	" "	.60
1	28	" "	.60
1	30	" "	.60
1	32	" "	.60
1	34	" "	.60
1	89856	frog embry.ser.x.s.	2.00
1	58	" " "	2.00
1	60	" " "	2.00
1	62	" " "	2.00
1	89872	frog embry.typ.sag.s.	1.25
1	74	" " "	1.25
1	76	" " "	1.25
1	78	" " "	1.25
1	80	" " "	1.25
1.	90	" " "	1.25
1	92	" " "	1.25
1	89952	chick embry.ser.x.s.	1.75
1	54	" " "	1.75
1	56	" " "	2.00
1	58	" " "	2.00
1	60	" " "	2.00
1	62	" " "	2.00
1	64	" " "	2.00
1	68	" " "	2.00
1	70	" " "	2.00
1	90002	chick embry.typ.x.s.	1.50
1	4	" " "	1.50
1	6	" " "	1.50
1	8	" " "	1.50
1	90012	chick embry.typ.sag.s.	1.00
1	16	" " "	1.00
1	18	" " "	1.00
1	20	" " "	1.00
1	22	" " "	1.00
1	24	" " "	1.00
1	26	" " "	1.00
1	28	" " "	1.00

53.05

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[37

Huachung University
Wuchang, Hupeh,
China.

Department of Biology

Chicago Apparatus Company
1735-1743 North Ashland avenue
Chicago Ill.

Microscopic slides (cont.):

	Cat.No.:	Article:	Price:		Cat.No.:	Article:	Price:
1	90148	Mesothelium	1.00	1	90294	secretory glands	.50
1	150	endothelium	1.00	1	96	"	.50
1	156	goblet cells	.50	1	98	"	.50
1	158	olf. epth.	.50	1	300	"	.50
1	192	nerve trunk	.50	1	302	"	.50
1	196	nerve fibers	1.00	1	304	"	.50
1	212	nerve ending	1.00	1	306	"	.50
2	214	cochlea	2.00	1	308	"	.50
1	216	eye	1.00	1	90330	reproductive syst.	.50
1	218	retina	.50	2	332	"	1.00
1	222	Pacinian corp.	.75	1	328	"	.50
1	246	Peyer's patches	.50	2	334	"	1.00
1	232	bone marrow	.50	1	336	"	.50
2	254	scalp,vert.sect.	1.00	2	354	"	1.00
2	256	" tran.sect.	1.00	2	356	"	1.00
2	260	lung	1.00	1	358	"	.50
2	264	develop.teeth	1.00	1	90360	Endocrine glands	.50
2	274	esoph.&stomach	1.00	1	362	"	.50
2	276	fundus	1.00	1	364	"	.50
2	278	pylorus	1.00	1	366	"	.50
1	286	colon	.50	1	368	"	.50
1	290	appendix	.50				
			18.75				

12.50
18.75
5.10
57.46
76.25
53.05
269.11

Laboratory equipments and materials:

	Cat.No.:	Article:	Price:
2 doz.	75742 -A	museum jars	1.40
2 "	B	" "	1.50
2 "	C	" "	1.60
2 "	D	" "	1.80
2 "	E	" "	2.00
2 "	F	" "	2.10
2 "	G	" "	2.40
2 doz.	75744 -A	museum jars	1.20
2 "	B	" "	1.40
2 "	C	" "	1.80
2 "	D	" "	2.40
2 "	E	" "	2.70
2 "	F	" "	2.80
2	94508	botanical press	6.00
loo sh.	94510	driers	2.40
100 "	94520	mounting sheets	3.00
100 sh.	95422	" "	1.90
1	94620	live trap	1.50
2	94622	fly trap	1.00
1 doz.	94662-A	Riker mounts	2.40
1 "	B	" "	3.00

498.30

0649

Huachung University
Wuchang, Hupeh,
China.

Department of Biology

Chicago Apparatus Company
1735-1743 North Ashland Avenue
Chicago, Ill.

Laboratory equipments and materials: (cont.)

	Cat.No.:	Article:	Price:
1 doz.	94662 -C	Riker mounts	3.60
1 "	D	" "	4.20
1 "	E	" "	6.00
1	94676-A	Insect box	2.50
1	B	" "	5.50
1	94682-A	" "	1.10
1	B	" "	1.40
5 lb.	94696	Dichloracide	1.60
1000pk	95660--no-0	Insect pins	3.25
"	1	" "	3.25
"	2	" "	3.25
"	3	" "	3.25
"	4	" "	3.25
"	5	" "	3.25
"	6	" "	3.25
"	7	" "	3.25
"	8	" "	3.25
1	36210	Animal cage	5.00
1	36215	" "	10.00
2	73910	rubber groove --no.7	1.20
2	"	" " 8	1.20
	36405--gal.	aquarium	
4	1	"	8.00
2	2	"	7.00
1	4	"	4.50
1	80590--1 gal	aquarium	3.75
1	¾ "	"	3.00
2	36438--2½ gal	deep form aquarium	7.50
2	94046	aquarium pipette	1.50
6	75630--A	museum jar,cylindrical	3.24
6	B	" "	4.05
12	C	" "	19.18
12	D	" "	12.90
6	E	" "	8.10
6	F	" "	9.72
12	G	" "	14.38
6	H	" "	8.91
6	K	" "	19.44
1	77030	hand microtome	16.50
2	76955	section razor	4.00
4	76870	slide box (for 100 slides)	3.00
2	59320	blood lancet,automatic	3.00
12	65800--A	section lifter	5.94
1	65745--B	knife-prosectioning	1.75
1	96714	shear, prunning	1.00
4	65490	artery forceps	2.60

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[57

Huachung University
Wuchang, Hupeh,
China.

Department of Biology

Chicago Apparatus Company
1735-1743 North Ashland Avenue
Chicago, Ill.

Laboratory equipment and materials (cont.)

	Cat.No.:	Article:	Price:
1	65510	forceps, dressing type	3.25
1	96712	saw, prunning	3.25
1	96425	respirameter, Ganong	6.00
4	96400	light screen	3.00
1	95506	ace fastener no.302	3.00
2 box	95508	ace stample	3.00
1	95634	storage cabinet	25.00
1	95645-B	drawer cabinet	7.00
4 set	95658	index guide	1.00
2000	95660-A	index cards 3x5	2.00
2000	95660-B	" "	2.00
2	73840	glass cutter	.70
1	95902-A	syringe 10cc.	2.40
1	B	" 30cc.	3.15
1	C	" 50cc.	3.40
1 doz	95908-guage 20	needles	2.00
1 "	" 18	"	2.25

72.40
233.51
49.30
355.21

Total: equipment & materials 355.21
slides 269.11
624.32
Tuition 369.20
993.52

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Huachung University

Wuchang, Hupeh,

China.

Department of Biology

Chicago Apparatus Company
1735-1743 North Ashland Avenue
Chicago, Illinois

Chemicals and stains:

Quantity:	Cat.No.:	Article:	Price:
10 grams		Acid carminic	3.00
25 "		Alizarine	1.60
10 "		" red S	.75
10 "		" blue S	.75
10 "		Alum carmine	1.00
25 "		Aniline blue-sp.so.	1.75
10 "		Azo blue	.50
25 "		Berlin blue	1.10
10 "		Bismark brown Y	.50
10 "		Borax carmine	1.00
10 "		Bordeux red	.50
10 "		Brilliant aliz.blue	.80
10 "		brilliant green	.75
10 "		Carmine	.75
25 "		Congo red 4B	.60
10 "		Crystal violet	.75
10 "		Dahlia B	.75
25 "		Eosin Y	1.60
1 lb.		arsenic pentoxide	1.63
1 lb.		aniline oil	.51
1 lb.		balsam, Canada neut.	4.20
4 oz.		bergamot oil	1.00
1 lb.		cedar wood oil(clear)	1.50
1 lb.		clove oil	1.78
1 lb.		castor oil	.50
1 lb.		gum, arabic, white	.60
1 lb.		" damar	1.20
10 lbs.		naphthaline flakes	2.00
1 pt.		olive oil	.75
1 qt.		paraffin oil, white	.85
5 lbs.		paraffin 47-49 °C	1.90
5 "		" 50-52°C	1.90
5 "		" 53-55°C	1.90
1 lb.		metol	4.33
5 lbs.		sodium thiosulphate	.70
1 lb.		winter green oil	.72
5 lbs.		corn starch	.70
5 lbs		potato starch	.95
3 lbs.		Turpentine (Venice)	3.75
10 grams		Fast green	1.10
10 "		Acid fuchsin	.75
10 "		Gention violet	.75
1 "		Giemsa stain	1.50
10 "		Haematein	2.25
10 "		" alum	1.00
25 "		Haematoxylin	2.25
10 "		Janus blue	1.00
10 "		" red	1.00
10 "		Leuco methy.violet	.90
10 "		Light green S.F.	.75
10 "		Lyons blue	.80
10 "		Magenta red	.75
10 "		Methyl blue	.80
10 "		Methyl orange	.50
10 "		Methylene blue (blood	75
10 "		Methylene green	.75
10 "		Neutral red	.75
10 "		New methylene blue	.75
10 "		Nigrosine B	.50
10 "		Orange G	.75
10 "		Picro carmine	1.00
25 "		Prussian blue	1.10
10 "		Safranin A	.80
10 "		Scarlet R.	.75
10 "		Sudan I	.75
10 "		" II	.75
10 "		" III	.75
10 "		Trypan blue	.75
10 "		Wright's stain	2.25
2 lbs		chloroform	1.20
1 lb.		chloral hydrate	1.33
5 lbs.		collodin	1.75
1 lb.		creosote	1.30
5 lbs.		dextrose	.90
2 lbs.		ether U.S.P.	1.10
2 lbs.		gelatin flake	1.60
10 lbs.		glycerine U.S.P.	2.90
10 lbs.		neuwol red	.75
5 gals.		absolute alchohol	4.50
10 "		new methylene blue	.75
10 "		Nigrosine B	.50
10 "		Orange G	.75
10 "		Picro carmine	1.00
25 "		Prussian blue	1.10

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Chemicals and stains:

Quantity:	Cat.No.:	Article:	Price:	Quantity:	Cat.No.:	Article:	Price:
				10	gals.	Safranin A	.80
				10	"	Scarlet R.	.75
				10	"	Sudan I	.75
				10	"	" II	.75
				10	"	" III	.75
				10	"	Trypan blue	.75
				10	"	Wright's stain	2.25

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Huachung University

Wuchang, Hupeh,

China.

Department of Biology

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Chicago Apparatus Company
1735-1743 North Ashland Avenue
Chicago, Illinois

A. Microscopic slides:

	Cat.No.:	Article:	Price:		Cat.No.:	Article:	Price:
1	89630	scale	.50	1	89664	frog skin	.50
1	89632	"	.50	1	89666	" "	.50
1	89634	"	.50	1	89822	frog, cleavage	.50
1	89804	starfish, cleavage	.50	1	24	" "	.60
1	06	" "	.50	1	26	" "	.60
1	08	" "	.50	1	28	" "	.60
1	10	" "	.50	1	30	" "	.60
1	12	" "	.50	1	32	" "	.60
1	16	" "	.50	1	34	" "	.60
1	89842	frog, embry. ser. S.	2.00	1	89856	frog embry. ser. x. s.	2.00
1	44	" " "	2.00	1	58	" " "	2.00
1	46	" " "	2.00	1	60	" " "	2.00
1	48	" " "	2.00	1	62	" " "	2.00
1	50	" " "	2.00	1	89872	(frog embry. typ. sag. s)	1.25
1	52	" " "	2.00	1	74	" " "	1.25
1	54	" " "	2.00	1	76	" " "	1.25
1	89902	frog embry. typ. xs	1.00	1	78	" " "	1.25
1	04	" " "	1.00	1	80	" " "	1.25
1	06	" " "	1.00	1	90	" " "	1.25
1	08	" " "	1.00	1	92	" " "	1.25
1	89924	chick embry w.m.	1.00	1	89952	chick embry. ser. x. s.	1.75
1	26	" " "	1.00	1	54	" " "	1.75
1	28	" " "	1.00	1	56	" " "	2.00
1	30	" " "	1.00	1	58	" " "	2.00
1	32	" " "	1.00	1	60	" "	2.00
1	34	" " "	1.00	1	62	" "	2.00
1	36	" " "	1.00	1	64	" "	2.00
1	38	" " "	1.00	1	68	" "	2.00
1	40	" " "	1.00	1	70	" "	2.00
1	42	" " "	1.00	1	90002	chick embry. typ. x s.	1.50
1	90042	chick embry. inj.	2.00	1	4	" " "	1.50
1	50	" " "	2.00	1	6	" " "	1.50
1	58	" " "	2.00	1	8	" " " s)	1.50
1	90070	pig embry. tran. s. (serial)	6.00	1	90012	chick embry. typ. sag.	1.00
1	72	" " "	7.00	1	16	" " "	1.00
1	74	" " "	10.00	1	18	" " "	1.00
1	90090	pig embry. typ. xs.	3.00	1	20	" " "	1.00
1	92	" " "	4.00	1	22	" " "	1.00
1	94	" " "	4.00	1	24	" " "	1.00
1	90096	pig embry. sag. typ.	1.00	1	26	" " "	1.00
1	98	" " "	1.25	1	28	" " "	1.00
1	100	" " "	1.50				

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Huachung University

Wuchang, Hupeh,

China.

Department of Biology

Chicago Apparatus Company
1735-1743 North Ashland Avenue
Chicago, Illinois

Microscopic slides (cont'd.):

	Cat.No.:	Article:	Price:		Cat.No.:	Article:	Price:
1	90148	Mesothelium	1.00	1	90294	secretory glands	.50
1	150	endothelium	1.00	1	96	"	.50
1	156	goblet cells	.50	1	98	"	.50
1	158	olf. epth.	.50	1	300	"	.50
1	192	nerve trunk	.50	1	302	"	.50
1	196	nerve fibers	1.00	1	304	"	.50
1	212	nerve ending	1.00	1	306	"	.50
2	214	cochlea	2.00	1	308	"	.50
1	216	eye	1.00	1	90330	reproductive syst.	.50
1	218	retina	.50	2	332	"	1.00
1	222	Pacinian corp.	.75	1	328	"	.50
1	246	Peyer's patches	.50	2	334	"	1.00
1	232	bone marrow	.50	1	336	"	.50
2	254	scalp, vert.sect.	1.00	2	354	"	1.00
2	256	" tran.sect.	1.00	2	356	"	1.00
2	260	lung	1.00	1	358	"	.50
2	264	develop. teeth	1.00	1	90360	Endocrine glands	.50
2	274	esoph. & stomach	1.00	1	362	"	.50
2	276	fundus	1.00	1	364	"	.50
2	278	pylorus	1.00	1	366	"	.50
1	286	colon	.50	1	368	"	.50
1	290	appendix	.50				

Laboratory equipments and materials:

Cat.No.:	Article:	Price:
2 doz. 75742 -A	museum jars	1.40
2 " B	" "	1.50
2 " C	" "	1.60
2 " D	" "	1.80
2 " E	" "	2.00
2 " F	" "	2.10
2 " G	" "	2.40
2 doz. 75744 -A	museum jars	1.20
2 " B	" "	1.40
2 " C	" "	1.80
2 " D	" "	2.40
2 " E	" "	2.70
2 " F	" "	2.80
2 94508	botanical press	6.00
100 sh. 94510	driers	2.40
100 " 94520	mounting sheets	3.00
100 95422	" "	1.90
1 94620	live trap	1.50
2 94622	fly trap	1.00
1 doz. 94662-A	Riker mounts	2.40
1 " B	" "	3.00

0656

[107

Huachung University

Wuchang, Hupeh,

China

Department of Biology

Chicago Apparatus Company
1735-1743 North Ashland Avenue
Chicago, Illinois

Laboratory equipments and materials: (cont.)

	Cat.No.:	Article:	Price:
1 doz.	94662 -C	Riker mounts	3.60
1 "	D	" "	4.20
1 "	E	" "	6.00
1	94676-A	Insect box	2.50
1	B	" "	5.50
1	94682-A	" "	1.10
1	B	" "	1.40
5 lb.	94696	Dichloracide	1.60
1000pk	95660--no-0	Insect pins	3.25
"	1	" "	3.25
"	2	" "	3.25
"	3	" "	3.25
"	4	" "	3.25
"	5	" "	3.25
"	6	" "	3.25
"	7	" "	3.25
"	8	" "	3.25
1	36210	Animal cage	5.00
1	36215	" "	10.00
2	73910	rubber groove --no.7	1.20
2	"	" " 8	1.20
	36405--gal.	aquarium	
4	1	"	8.00
2	2	"	7.00
1	4	"	4.50
1	80590--1 gal	aquarium	3.75
1	3/4 "	"	3.00
2	36438--2½ gal	deep form aquarium	7.50
2	94046	aquarium pipette	1.50
6	75630--A	museum jar, cylindrical	3.24
6	B	" "	4.05
12	C	" "	19.18
12	D	" "	12.90
6	E	" "	8.10
6	F	" "	9.72
12	G	" "	14.38
6	H	" "	8.91
6	K	" "	19.44
1	77030	hand microtome	16.50
2	76955	section razor	4.00
4	76870	slide box (for 100 slides)	3.00
2	59320	blood lancet, automatic	3.00
12	65800--A	section lifter	5.94
1	65745--B	knife-prosectioning	1.75
1	96714	shear, prunning	1.00
4	65490	artery forceps	2.60

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Huachung University

Wuchang, Hupeh,

China.

Department of Biology

Chicago Apparatus Company
1735-1743 North Ashland Avenue
Chicago, Illinois

Laboratory equipment and materials (cont.)

	Cat.No.:	Article:	Price:
1	65510	forceps, dressing type	3.25
1	96712	saw, prunning	3.25
1	96425	respirameter, Ganong	6.00
4	96400	light screen	3.00
1	95506	ace fastener no. 302	3.00
2 box	95508	ace stample	3.00
1	95634	storage cabinet	25.00
1	95645-B	drawer cabinet	7.00
4 set	95658	index guide	1.00
2000	95660-A	index cards 3x5	2.00
2000	95660-B	" "	2.00
2	73840	glass cutter	.70
1	95902-A	syringe 10cc.	2.40
1	B	" 30cc.	3.15
1	C	" 50cc.	3.40
1 doz	95908-guage 20 needles		2.00
1 "	" 18 "		2.25

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Huachung University

Wuchang, Hupeh,

China.

Department of Biology

[127

Chicago Apparatus Company
1735-1743 North Ashland Avenue
Chicago, Illinois

A. Microscopic slides:

	Cat.No.	Article:	Price:		Cat.No.	Article:	Price:
1	89630	scale	.50	1	89664	frog skin	.50
1	89632	"	.50	1	89666	" "	.50
1	89634	"	.50	1	89822	frog, cleavage	.50
1	89804	starfish, cleavage	.50	1	24	" "	.60
1	06	" "	.50	1	26	" "	.60
1	08	" "	.50	1	28	" "	.60
1	10	" "	.50	1	30	" "	.60
1	12	" "	.50	1	32	" "	.60
1	16	" "	.50	1	34	" "	.60
1	89842	frog, embry. ser. S.	2.00	1	89856	frog embry. ser. x. s.	2.00
1	44	" " "	2.00	1	58	" " "	2.00
1	46	" " "	2.00	1	60	" " "	2.00
1	48	" " "	2.00	1	62	" " "	2.00
1	50	" " "	2.00	1	89872	(frog embry. typ. sag. s)	1.25
1	52	" " "	2.00	1	74	" " "	1.25
1	54	" " "	2.00	1	76	" " "	1.25
1	89902	frog embry. typ. xs	1.00	1	78	" " "	1.25
1	04	" " "	1.00	1	80	" " "	1.25
1	06	" " "	1.00	1	90	" " "	1.25
1	08	" " "	1.00	1	92	" " "	1.25
1	89924	chick embry w.m.	1.00	1	89952	chick embry. ser. x. s.	1.75
1	26	" " "	1.00	1	54	" " "	1.75
1	28	" " "	1.00	1	56	" " "	2.00
1	30	" " "	1.00	1	58	" " "	2.00
1	32	" " "	1.00	1	60	" " "	2.00
1	34	" " "	1.00	1	62	" " "	2.00
1	36	" " "	1.00	1	64	" " "	2.00
1	38	" " "	1.00	1	68	" " "	2.00
1	40	" " "	1.00	1	70	" " "	2.00
1	42	" " "	1.00	1	90002	chick embry. typ. x. s.	1.50
1	90042	chick embry. inj.	2.00	1	4	" " "	1.50
1	50	" " "	2.00	1	6	" " "	1.50
1	58	" " "	2.00	1	8	" " " s)	1.50
1	90070	pig embry. tran. s. (serial)	6.00	1	90012	chick embry. typ. sag.	1.00
1	72	" " "	7.00	1	16	" " "	1.00
1	74	" " "	10.00	1	18	" " "	1.00
1	90090	pig embry. typ. xs.	3.00	1	20	" " "	1.00
1	92	" " "	4.00	1	22	" " "	1.00
1	94	" " "	4.00	1	24	" " "	1.00
1	90096	pig embry. sag. typ.	1.00	1	26	" " "	1.00
1	98	" " "	1.25	1	28	" " "	1.00
1	100	" " "	1.50				

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Huachung University

Wuchang, Hupeh,

China.

Department of Biology

Chicago Apparatus Company
1735-1743 North Ashland Avenue
Chicago, Illinois

Microscopic slides (cont'd.):

	Cat.No.:	Article:	Price:		Cat.No.:	Article:	Price:
1	90148	Mesothelium	1.00	1	90294	secretory glands	.50
1	150	endothelium	1.00	1	96	"	.50
1	156	goblet cells	.50	1	98	"	.50
1	158	olf. epth.	.50	1	300	"	.50
1	192	nerve trunk	.50	1	302	"	.50
1	196	nerve fibers	1.00	1	304	"	.50
1	212	nerve ending	1.00	1	306	"	.50
2	214	cochlea	2.00	1	308	"	.50
1	216	eye	1.00	1	90330	reproductive syst.	.50
1	218	retina	.50	2	332	"	1.00
1	222	Pacinian corp.	.75	1	328	"	.50
1	246	Peyer's patches	.50	2	334	"	1.00
1	232	bone marrow	.50	1	336	"	.50
2	254	scalp, vert.sect.	1.00	2	354	"	1.00
2	256	" tran.sect.	1.00	2	356	"	1.00
2	260	lung	1.00	1	358	"	.50
2	264	develop. teeth	1.00	1	90360	Endocrine glands	.50
2	274	esoph. & stomach	1.00	1	362	"	.50
2	276	fundus	1.00	1	364	"	.50
2	278	pylorus	1.00	1	366	"	.50
1	286	colon	.50	1	368	"	.50
1	290	appendix	.50				

Laboratory equipments and materials:

	Cat.No.:	Article:	Price:
2 doz.	75742 -A	museum jars	1.40
2 "	B	" "	1.50
2 "	C	" "	1.60
2 "	D	" "	1.80
2 "	E	" "	2.00
2 "	F	" "	2.10
2 "	G	" "	2.40
2 doz.	75744 -A	museum jars	1.20
2 "	B	" "	1.40
2 "	C	" "	1.80
2 "	D	" "	2.40
2 "	E	" "	2.70
2 "	F	" "	2.80
2	94508	botanical press	6.00
100 sh.	94510	driers	2.40
100 "	94520	mounting sheets	3.00
100	95422	" "	1.90
1	94620	live trap	1.50
2	94622	fly trap	1.00
1 doz.	94662-A	Riker mounts	2.40
1 "	B	" "	3.00

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Huachung University

Wuchang, Hupeh,

China

Department of Biology

Chicago Apparatus Company
1735-1743 North Ashland Avenue
Chicago, Illinois

Laboratory equipments and materials: (cont.)

	Cat.No.:	Article:	Price:
1 doz.	94662 -C	Riker mounts	3.60
1 "	D	" "	4.20
1 "	E	" "	6.00
1	94676-A	Insect box	2.50
1	B	" "	5.50
1	94682-A	" "	1.10
1	B	" "	1.40
5 lb.	94696	Dichloracide	1.60
1000pk	95660--no-0	Insect pins	3.25
"	1	" "	3.25
"	2	" "	3.25
"	3	" "	3.25
"	4	" "	3.25
"	5	" "	3.25
"	6	" "	3.25
"	7	" "	3.25
"	8	" "	3.25
1	36210	Animal cage	5.00
1	36215	" "	10.00
2	73910	rubber groove --no.7	1.20
2	"	" " 8	1.20
	36405--gal.	aquarium	
4	1	"	8.00
2	2	"	7.00
1	4	"	4.50
1	80590--1 gal	aquarium	3.75
1	3/4 "	"	3.00
2	36438--2½ gal	deep form aquarium	7.50
2	94046	aquarium pipette	1.50
6	75630--A	museum jar, cylindrical	3.24
6	B	" "	4.05
12	C	" "	19.18
12	D	" "	12.90
6	E	" "	8.10
6	F	" "	9.72
12	G	" "	14.38
6	H	" "	8.91
6	K	" "	19.44
1	77030	hand microtome	16.50
2	76955	section razor	4.00
4	76870	slide box (for 100 slides)	3.00
2	59320	blood lancet, automatic	3.00
12	65800--A	section lifter	5.94
1	65745--B	knife-prosectioning	1.75
1	96714	shear, prunning	1.00
4	65490	artery forceps	2.60

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Huachung University

Wuchang, Hupeh,

China.

Department of Biology

Chicago Apparatus Company
1735-1743 North Ashland Avenue
Chicago, Illinois

Laboratory equipment and materials (cont.)

	Cat.No.:	Article:	Price:
1	65510	forceps, dressing type	3.25
1	96712	saw, prunning	3.25
1	96425	respirameter, Ganong	6.00
4	96400	light screen	3.00
1	95506	ace fastener no. 302	3.00
2 box	95508	ace stample	3.00
1	95634	storage cabinet	25.00
1	95645-B	drawer cabinet	7.00
4 set	95658	index guide	1.00
2000	95660-A	index cards 3x5	2.00
2000	95660-B	" "	2.00
2	73840	glass cutter	.70
1	95902-A	syringe 10cc.	2.40
1	B	" 30cc.	3.15
1	C	" 50cc.	3.40
1 doz	95908-guage 20 needles		2.00
1 "	" 18 "		2.25

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0662

January 30, 1948

Chicago Apparatus Company
1735 1743 North Ashland Avenue
Chicago, Illinois

Gentlemen:

I am enclosing herewith a copy of an order for the Biology Department of Huachung University, Wuchang, China. Will you be so kind as to furnish me with an estimate of the cost of this total order and an approximate idea of how soon it can be filled (whether articles are available at the present time).

Upon receipt of the above you will hear further from me as to the placement of this order. I shall look forward to receiving this estimate at your earliest convenience.

Thank you for your kindness.

Very sincerely yours,

J. Earl Fowler

efo
Encl.

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CO-OPERATING UNITS
BOONE COLLEGE
GRIFFITH JOHN COLLEGE
HUPING COLLEGE
WESLEY COLLEGE
YALE-IN-CHINA COLLEGE

華中大學
HUA CHUNG (CENTRAL CHINA) COLLEGE
WUCHANG, CHINA
~~TEMPORARILY IN HSICHOW~~
~~VIA TALI, YUNNAN, CHINA~~

校長室
OFFICE OF THE ~~PRESIDENT~~ Treasurer

[1]

February 3, 1948

Return to Bursar

Mr. Oliver S. Lyford
54 Dana Place, Englewood, N.J.

L-67

Dear Mr. Lyford:

I have this afternoon written at last to Dr. Richard Bien to give him the information that he has been requesting of me since early last fall. I had hoped that a statement that I made out for him last summer would make it possible for him to draw the moneys due him directly from you without reference to Wuchang. The information that I am asked to give you is as follows:

1) Out of his travel allowance (US $1,250 presumably received by you from Yale-in-China), Dr. Bien spent for his trip from Shanghai to Providence, according to receipts submitted to me and verified by me, but according to his statements as to the source of funds:
   a) drawn from Mr. Gilson at Shanghai, who was to charge "to Huachung" US $333.00
   b) out of Dr. Bien's pocket (to be reimbursed) 160.59

2) Out of his 1947-48 salary of US $1,100 as budgeted (see Physics Department in the 1947-48 budget), Dr. Bien drew before reaching America:
   a) at Wuchang, in CNC equivalent to US $85.71
   b) in Shanghai (according to his statement, which says no more than this) 150.00

When Mr. Gilson's office in Shanghai becomes able to give reports on our accounts there, we shall presumably know how he has charged advances 1a and 2b. Advance 2a will be reported in the financial reports from here that I expect will be completed quickly once Mr. Doe is here. I ask that you make sure that Dr. Bien is reimbursed for advance 1b, which was out of his personal funds. I also ask that you see to the proper arrangements (you have probably already done so) so that Dr. Bien may draw through Mr. Fowler's office the balances due him in proper fashion. I assume that he has already drawn sums in New York from his salary, and possibly also from his travel allowance; so I will refrain from suggesting that the balances due can be arrived at from the figures above alone.

Dr. Wei asks that you arrange to reimburse Dr. Bien out of the Library Rehabilitation funds for the cost of packing and postage on a collection of periodicals, including notably the Physical Review 1930-44. Dr. Bien will send in a statement of this expenditure, and I have asked him to report the total to us here also.

I am enclosing four checks for deposit: U.S. Treasurer $585.00, same $49.00, 1st Nat'l New Haven $30.00, U.S. Nat'l Portland $40.00. The first is a credit to the Rehabilitation funds for equipment, since it represents our making available to the National Wuhan University some expensive items

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bought for Sidney Hsiao's special research, and so not now of use here. [27]
The other three are all deposit account items, that is, sums which faculty members wish protected as savings.

Upon the arrival here of Dr. Charles B. Shaw in the middle of November, I was handed a letter from Miss Priest, treasurer of the University of Nanking, asking that we advance to Mr. Shaw and his companion (from the United Board office in Shanghai) whatever sums they might need for travel expenses and that we report any such advances to New York for repayment by the United Board into our university's account. We advanced to Mr. Shaw's companion CN $5,000,000 and spent on our own ~~some~~ $200,000 in taking care of him. Using a special rate of exchange of 70,000:1, which I decided at the time we might fairly do (Dr. Lei approved), this expenditure comes to US $74.29. Will you therefore please apply to Mr. Evans for a refund of $74.29 as Mr. Shaw's travel expenses while passing through here, and deposit it in your account? Mr. Shaw's visit, though brief, was highly valuable for us.

The following is a check list of items covered by letters that I have written to Mr. Greiner since my last letter to you:

	October 7th	50.00 o/c.
	December 8th	800.00 o/c
	December 19th	700.00 o/c
	December 23rd	2500.00 o/c
	January 10th	1000.00 o/c
	January 20th	1200.00 o/c.
	January 20th	32.10 rehabilitation
	January 23rd	600.00 o/c
	December 27th	20.00 o/c.
in letter to Fowler	October 3rd	19.40

It was cheering to hear this evening that a letter from Mary Coe mailed in Honolulu has arrived. The three weeks just ahead look like an especially stiff grind, but John Coe will be taking over before the complicated work of registration is finished. I hope that they are having a fairly good voyage and will be happy to be here. Things are going very well around the university. We only lament that the newspapers have been indulging so in sensationalism and loose assertions about the danger here. It has kept us busy checking up on rumors; Dr. Lei, especially, has been seeing consuls and officials and well-placed businessmen, without finding any grounds for the stories.

Sincerely yours,

Paul

Paul L. Ward

0665

Hua Chung University,
Wuchang,4. Hupeh.
5th. May, 1948.

J. Earl Fowler,
National Council.

Dear Mr. Fowler,

I enclose an order for geographical pictures and a covering letter to the National Geographic Society. Would you please be so good as to forward it to their Washington address, together with payment of U.S. 7.14 (seven dollars, fourteen cents) which covers both the material and postage to China, and charge to the Operating Fund.

Probably, in forwarding it, it would be as well to put in a covering note, so that, if there is any question arises, it won't come wandering right out here before the material is sent off.

With good wishes and many thanks,

Yours sincerely,

Paul L. Ward
(drafted by T. R. Tregear)

0666

JUN 3 1948

Huachung University
Wuchang (4), Hupeh
May 28, 1948

Mr. J. Earl Fowler
281 Fourth Avenue
New York 10, N. Y.

Dear Earl:

This is a fine cool sunny day, after several weeks of too much rain, and things seem to be going more smoothly than ever, both in the Ward household and in the compound at large. So, having spent several days in checking lists in the library, I'm ready to send off to you a number of the orders that have been accumulating in my hands. I'll send first, herewith, several that are in order as they stand, and in a day or so I'll have another smaller batch ready.

Order #17

For the bookstore (to be ordered according to our standard procedure).

1) The enclosed list of about 117 books for the School of Education dated "April 1948": estimated cost $370, including postage, to be charged to our current operating funds.

Order #18

2) The enclosed list of 90 "volumes" for the English Department: estimated cost $100, including postage, to be charged to our operating funds.

Order #19

3) The enclosed list of 17 titles submitted by the School of Arts for the Psychology Department: estimated cost $60 (subtracting expected discounts and adding the 15% for postage), to be charged to our operating funds.

Reduced by letter dated June 8 '48

For you to send out

4) The enclosed note to you drafted by T. R. Tregear and the enclosed letter from him to the National Geographic Society, requiring of you only a covering note and a check: cost $7.14, to be charged to our operating funds.

Ordered by letter dated June 8, 1948

5) The enclosed list of Psychology tests to be ordered by you from the Psychological Corporation: estimated cost, including postage, $55.00, to be charged (like everything above) to our operating funds.

DRAFT OF LETTER

The Psychological Corporation
522 Fifth Avenue, New York 18

Dear Sirs:

I wish to order the tests and books listed on the attached sheet for:

Department of Psychology
Huachung University
Wuchang (4), Hupeh, China

Please forward these items directly to this address by registered bookpost.

I should appreciate four copies of your invoice. Please address your reply to my personal attention.

Very truly....

0667

This is enough business for now. The preparation of the other book orders will take me a bit more time, for the British Council has reported that Oxford University may give us up to £ 250 worth of books if we send in a list at once; so I am weeding out of the other lists on hand all titles published in England, and will send you only the small number that remain. Working in the library right now is, however, a pleasure, for Mark Tseng has this week, after long months of hard work with his inadequate staff, succeeded in completing a tidy and accurate card catalogue (author and title only, thus far) and it is out for everyone to use. Some two thousand books in English remain to be catalogued, but they are chiefly the Muller books and Mark is forging steadily ahead -- doing most of the cataloguing himself as he finds time.

We hope that you and Dot are keeping well. Stephen's weight is above par for the first time since birth. How is young Edward F. Hallett doing? We'll hope to hear.

Sincerely,

Paul

Paul L. Ward
Purchasing Officer

Approved:

John L. Coe
Treasurer

0668

Huachung University
Wuchang (4), China
May 31, 1948

Mr. J. Earl Fowler
281 Fourth Avenue
New York 10, N. Y.

JUN 8 1948
J. EARL FOWLER

Dear Earl:

I have a few more small orders for the library that can be sent to you right now.

1) Please forward the enclosed memorandum to the bookstore. This asks them to check up on three small groups of books ordered in 1946, out of rehabilitation book money. This is not a new order, except that one more copy of the first book named (@ $3.50) is added, and also a further cumulated supplement to the third book if any such has appeared in the interval (perhaps $2.00). So at most this memorandum adds $6.00 to previous commitments out of the rehabilitation book money.

2) Please forward to the bookstore the enclosed list of books comprising:
a) 25 copies of textbooks for Chemistry courses (German & organic chem.): cost (inc. postage) estimated at $58.00, to be charged to our operating funds (Science books).
b) 2 volumes, cost (inc. postage) estimated at $9.50, to be charged to our operating funds (deposit account).

3) Please order for the library as indicated herewith: cost estimated at about $9.00 (inc. postage), to be charged to our operating funds.

DRAFT ORDER
Remington Rand, Library Bureau Division
315 Fourth Avenue, New York City

Dear Sirs:
I wish to place with you a small trial order for:
Huachung University Library
Wuchang (4), China
Please send directly to that address by parcel post (insured if possible) the following items:
One dozen bottles "Thaddeus David's White Letterine"
2,000 plain catalog cards (7.5 x 12.5 cm.)
2,000 book order cards (#1110 in your catalog No. LB 159A)

The purpose of this trial order is to discover whether small purchases from you of such library supplies can reach Wuchang by parcel post without serious hitch, avoiding the inordinate delays, trouble, and expense of freight shipments to China under present conditions. It would therefore be helpful if you would mail to the same address any relevant catalog listing your supplies that is more up to date than the one mentioned above.

I should like to have four copies of your invoice. Please address any reply to this office to my personal attention.

Very tru-----

I'll not add more now except best wishes.

Seen and approved:

Sincerely,
Paul

0669

HUACHUNG UNIVERSITY

[27

May 31, 1948

Purchase order

John Wiley and Sons

Fotos & Bray GERMAN GRAMMAR FOR CHEMISTS AND OTHER SCIENCE STUDENTS — 10 copies

Fotos & Bray INTRODUCTORY READINGS IN CHEMICAL AND TECHNICAL GERMAN — 10 copies

Fuson, Connor, Price & Snyder A BRIEF COURSE IN ORGANIC CHEMISTRY — 5 copies

Rand McNally Co.

GOODE'S SCHOOL ATLAS. latest edition — 1 copy

Comstock Publishing Co.

Comstock, J.H. INTRODUCTION TO ENTOMOLOGY — 1 copy

0670