

UNIVERSITY OF OREGON
MEDICAL SCHOOL

OFFICE OF THE DEAN

PORTLAND, OREGON.

July 1, 1930

Dr. A. E. Mackay,
Medical Arts Bldg.,
Portland, Oregon

Dear Doctor Mackay:

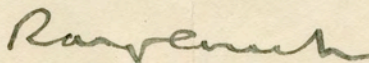
We are preparing a budget for equipping the Out Patient Clinic with the idea of proceeding as soon as possible to purchasing and placing the equipment, due to the fact that it takes considerable time to get the proper bids and place the orders.

We are requesting of you at this time the following:

1. A complete list of all equipment needed by your department.
2. A list of routine supplies which should be kept in your department.
3. Location of all the above equipment and supplies.
4. Detailed specifications on each item.

Allowance should be made for the built-in items which you have already authorized for your department, but in order to be sure that nothing is omitted, all items should be listed now so that they can be checked off by this office from the blue-prints.

Yours very truly,



Ralf Couch,
Secretary.

RC:LN