

M E M O R A N D U M

March 2, 1981

TO: Jim Bradley, Property Accountant
FROM: Jim Carter, Advisor, Nishnawbe News
SUBJ: Office Furniture

The staff of the Nishnawbe News has recently moved its quarters to Lee Hall, opposite the North Wind office, and some items of furniture are badly needed. They are:

- 1 small desk and chair
- 3 small tables
- 1 file cabinet (letter size) 4-drawer
- 2 stools
- wall shelving

We would appreciate your assistance in locating these items in University surplus.

Jim St. Arnold, Editor, will be contacting you regarding a visit to the storage building to select items available.

JC/ch

cc: Jim St. Arnold
Pauline Lakanen