

UNITED NEGRO COLLEGE FUND, INC.  
55 East 52nd Street, New York, N. Y. 10022

*Office of the Executive Director*

Date \_\_\_\_\_

**ACTION REQUESTED**

- URGENT  
 IMMEDIATE  
 ROUTINE

TO: \_\_\_\_\_ Floor

FROM: \_\_\_\_\_

**FOR YOUR**

- ATTENTION  
 COMMENT  
 FILES  
 INFORMATION  
 REPLY  
 SIGNATURE

*File  
in speech  
Folder*

**PLEASE:**

- NOTE AND RETURN  
 NOTE AND PASS ON  
 SEE ME REGARDING ATTACHED

**PREPARE**

- REPLY FOR MY SIGNATURE  
 REPLY FOR YOUR SIGNATURE

**REMARKS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

➤ AVOID ORAL MESSAGES . . . WRITE IT! ◀

UNITED NEGRO COLLEGE FUND, INC.

1972

Mrs. Atkinson  
Mrs. Bowe  
Mrs. Brabham  
Mr. Dorney  
✓ Mr. Fletcher  
Miss Froneberger  
Mr. B. Henderson  
Mr. S. Henderson  
Mr. Jenkins  
Miss Jones  
Dr. McKinney, Jr.  
Mrs. Meyers  
Mr. Mehan  
Miss Payne  
Mrs. Pool  
Mr. Raveneau  
Mrs. Simpson  
Mr. Smothers, Jr.  
Mr. Taylor  
Mr. Vinson  
Miss Walburg  
Mr. Wetzel

- For your information  
 For necessary action  
 For your signature  
 For your approval  
 Please note and return  
 Please prepare reply for  
my signature  
 Please prepare reply for  
your signature  
 Please handle

Comments: \_\_\_\_\_  
\_\_\_\_\_

Date 3/2/72 From Mehan