

15 February

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Office of the Comptroller  
Rockefeller Foundation  
49 West 49th Street  
New York 20, N. Y.

Dear Sir:

We have been informed of the favorable action taken by the Rockefeller Foundation in granting \$30,00 to the Rural University of the State of Minas Gerais, Viçosa, Brazil for the equipping of the school of home economics and for strengthening the library. We are of course delighted with this news and are already commencing to plan how this money may be used to the best advantage.

Dr. Harrar tells me that as far as he knows there is no restrictions as to whether this sum be spent in the United States. At the present cruzeiro rate it would be to our advantage, both from the standpoint of money and time, to convert some of this money into cruzeiros and buy equipment here. Naturally some of the harder to get household equipment and probably most of the scientific equipment will have to be bought in the United States. We will probably ask the purchasing department to help us with some of this.

I would like to know two things. First, the procedure for drawing out some of this money and converting it into cruzeiros with the suggested type of records and reports that should be kept in handling such and expenditure. Second the procedure for requesting the purchasing department to secure certain equipment for us.

I will be on home leave in April and May and could probably see about some of the smaller purchases, but in general I think we will want to rely on the services of the purchasing department.

The general manager of the Sears and Roebuck Company in Brazil has offered us the assistance of his purchasing agents in locating and procuring equipment here.

In Order to make cost price comparisons between furnishings here and in the United States I wonder if you could give me a general idea as to the discounts your purchasing department is able to obtain. You might list this by general categories such as household electrical equipment, furniture, including storage cases, display cases and laboratory furniture, and scientific equipment for laboratories.

I would also appreciate any other information that you can give us on the details of this expenditure as to records, etc.

Very truly yours,

Anita Dickson  
Associate in Home Economics