

February 23, 2009

**MEMORANDUM**

To: Employee Name

From: University or Athletics Administrator

Re: Compliance Supplement to Annual Salary Notification, Position Description or Contract

The purpose of this supplemental notice is to remind you of the importance of compliance with Board of Regents and University policies, including the University's, the Athletic Department's, and your personal responsibility for compliance with NCAA and Big 12 rules. Your day to day duties require that you familiarize yourself with and adhere to those policies and rules applicable to your position. If you have any questions or need additional information about these responsibilities and their importance, you are expected to contact your supervisor or bring your concerns directly to me. Any questions about NCAA or Big 12 rules compliance should also be brought to the attention of Theresa Becker, Associate Athletic Director for Compliance, at Kansas Athletics, Inc.