



Coordinator of Forms E.H. Moses . . . "Please Print."

Moses— parting the paper sea

by Michael (O.J.) Nelson

Sometime this spring students will once again puzzle over applications and worksheets, cursing the man who designed such concoctions. Though the forms are sterile and impersonal, the man who puts them together is not.

His name is E.H. "El" Moses, and at 65 he is serving his last year as UNL Coordinator of Forms.

"My first name is Eldridge, but my friends call me El," he said. "That's okay by me so long as the 'H' is silent."

He first came to the University as a student in fall 1928.

"I remember we had an application that we called an 'accordion form.' It was composed of about eight perforated three-by-five cards. Every one of them asked for the same information. When I came back here in '49 they were still using them," he said.

Napoleon once said: "An army marches on its stomach," and Moses says he believes a university marches on its paperwork.

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"Few people realize how important forms are. Most just pass over them," he said.

He defined a form as: "a piece of paper that requires additional information that is to be filled out at a later date."

"In an institution this size, we need data to live. We receive a lot of federal funding and I'm plagued with requests for information. Sometimes I'd like to tell them to take all their forms and 'go to a warmer climate,' but I can't," he said.

He said he understands the frustrations that go with filling out forms. But he explained the University is only asking for information it needs. He also said he hopes his efforts at consolidation of some of the forms will help alleviate this frustration.

Copies of every requisition, application and most questionnaires are filed in his office, but he said he's not sure how many forms are being used in the University.

"In 1961 we asked for a copy of every form anyone was using. There were 35,000. Of course some of those were almost exactly the same. For instance, we had 19 types of time tickets," he said.

He said his office is trying to consolidate much of the present duplication and thereby save the University money.

Moses described his work as a "cooperative effort." He said if a University staff member orders a form through his office or through the Department of Printing and Duplicating, he checks his file to see if another form is already in circulation that would do the job.

"We don't try to force anyone to come see us. You can catch more flies with honey than you can with vinegar," he said.

When a form is designed, a conference is held to determine what is necessary. He said that after such a meeting he likes to "get something on paper and let them shoot holes in it. We appreciate constructive criticism," he said.

Moses said that with information gathered at these sessions the final design of the form can normally be drawn. However, he said, the forms occasionally don't pass the test. "The best laid plans of mice and men, you know. . ."

When asked if he had any advice for students who might be filling out preregistration forms, he said he did.

"Please print."

**"I Came...
I Saw...
I Concurred!"**

In fact, said Caesar, "I et two. Brutus!" (His English was awful.) But he agreed with everybody that eating two Shakey's pizzas is more fun than eating one. (Because it's so go-o-o-o-d, Cleo!) And don't bring a knife. Shakey's Happy People are very proper—they eat pizza with their fingers!

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