

February 2, 1939.

Mr. Karl Klooz,  
Bursar,  
University of Kansas.

Dear Mr. Klooz:

Will you kindly allow the Department of Physical Education an encumbrance authorization of \$35.00 for the month of February for laundry? Thank you.

Sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.



January 3, 1939.

Mr. Karl Klooz,  
Business Office,  
University of Kansas.

Dear Mr. Klooz:

Will you kindly set aside an encumbrance authorization for laundry for the Department of Physical Education in the amount of \$30.00 for the month of January?

Thanking you, I am

Sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.



December 31, 1938.

Mr. Mark Krouch,  
Asst. Business Manager,  
State House,  
Topeka, Kansas.

Dear Mr. Krouch:

I am enclosing a purchase request for two additional card tables from the Crown Drug Company. You will recall that I wrote you earlier regarding the purchase of four such tables from this company for our recreational service program for the University, and you were kind enough to give your permission for this order to go through.

I find that we are able to secure two more of these fine tables at the rate I mentioned to you previously, and I feel we should take advantage of this opportunity to equip ourselves for next summer's recreational program.

I trust this order may have your approval.

Thanking you for your many kindnesses, and with best wishes for a happy and prosperous New Year, I am

Very sincerely yours,

FCA:AH

Director of Physical Education,  
Varsity Basketball Coach.



December 14, 1938.

Mr. Mark Krouch,  
Asst. Business Manager,  
State House,  
Topeka, Kansas.

Dear Mr. Krouch:

Thank you for your kindness in sending the correspondence regarding our order for towels. I am enclosing herewith copy of the letter I have just written to the Johnston & Larimer Dry Goods Company of Wichita, approving the change in the marking of the towels as suggested by the Cannon Mills Company. I have also returned to the Wichita firm the confirmation sheets which you enclosed in your letter.

Again thanking you for your fine cooperation,  
I am

Very sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:AH  
Enc.



December 14, 1938.

Mr. C. W. Sutton, Vice President,  
The Johnston & Larimer Dry Goods Co.,  
Wichita, Kansas.

Dear Mr. Sutton:

Mr. Mark Krouch, Assistant State Business Manager,  
has sent me a copy of your correspondence with the  
Cannon Mills Company in regard to our order for 100  
dozen towels.

The marking as indicated on the confirmation is  
quite satisfactory with us, namely:

Phys. Educ. U. of Kansas 1939

I am returning the confirmation forms herewith.

Very sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:AH



J. A. MERMIS,  
BUSINESS MANAGER

MARK KROUCH,  
ASST. BUSINESS MANAGER

STATE OF KANSAS

WALTER A. HUXMAN,  
GOVERNOR

OFFICE OF  
STATE BUSINESS MANAGER  
STATE HOUSE  
TOPEKA

December 13, 1938

Mr. Forrest C. Allen  
Director of Athletics  
University of Kansas  
Lawrence, Kansas

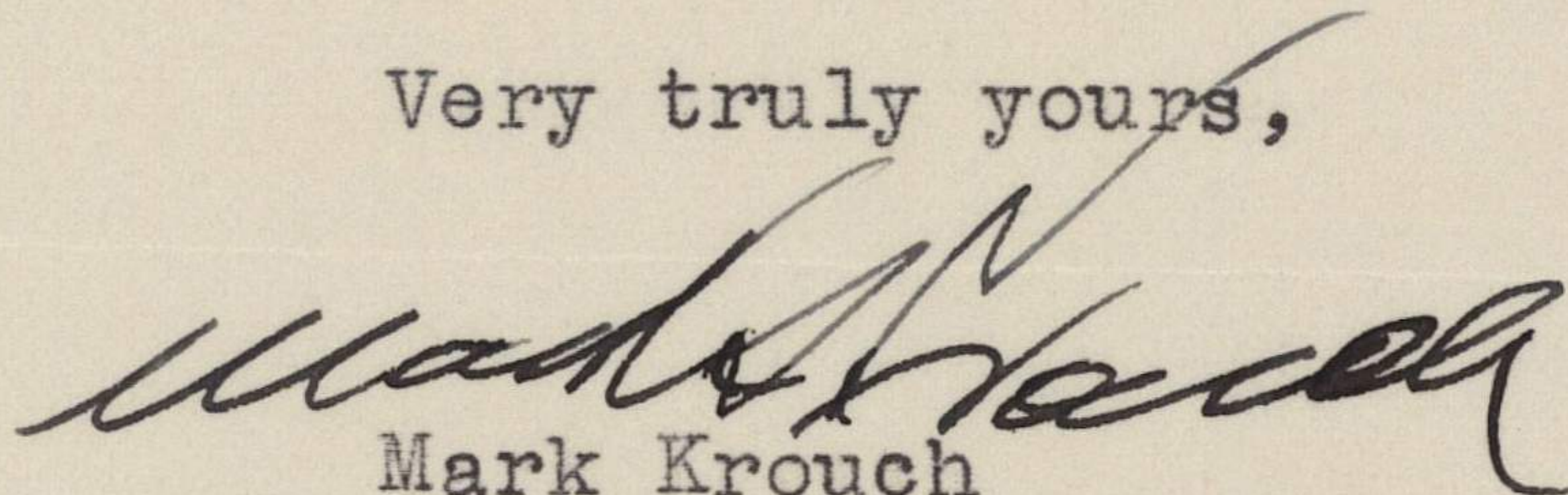
Dear Mr. Allen:

We are enclosing herewith a letter received from the Johnston & Larimer Dry Goods Company, Wichita, Kansas, together with a copy of a letter from the Cannon Mills and copies of confirmation of orders.

Please look this over and take it up direct with the Johnston & Larimer Company, advising them of your wishes in the matter, and be sure to return to them the confirmation forms.

Any arrangement you may make with them will be satisfactory with this office, and we would like for you to send us a copy of your correspondence for our files.

Very truly yours,



Mark Krouch  
Asst. Business Manager

MK:G

cc: Johnston & Larimer Co.  
Wichita, Kansas

ENCS



COPY

COPY

THE JOHNSTON & LARIMER  
DRY GOODS COMPANY

Wichita, Kansas

December 12th, 1938

Mr. Mark Crouch, Asst. Bus. Mgr.,  
Board of Administration  
Topeka, Kansas

Dear Mr. Crouch:

With reference to order No. 1466 for  
name woven towels for the Kansas Univerwity.  
We are in receipt of a letter from the Cannon  
Mills relative to letters to be woven on this  
towel.

We are enclosing copy of this letter and  
would ask that you kindly give us your O.K. for  
this slight change.

Yours very truly,

C. W. Sutton  
Vice President

CCS/k



(COPY)

CANNON MILLS, INC.

New York City  
December 9th, 1938

The Johnston & Larimer D. G. Co.,  
Wichita,  
Kansas

Gentlemen:

We are enclosing two copies of  
confirmation as follows:

L 2586    PHYS. EDUC. U. OF KANSAS 1939

As you will note from attached confirmation, we have abbreviated the word "Physical" since the name as given on your order is too long to be woven in a 38" towel. We trust the way we have entered this item will be entirely satisfactory, but if not, may we have your suggestion.

You will note also that we have changed the year numeral to "1939" as delivery calls for January of next year. If we are in error, kindly advise us when returning signed copy.

To prevent any delay in the handling of your orders, it will be necessary for you to sign one copy of confirmation (with your company and individual's name) and return to us promptly as orders may not go into production until this copy is received.

At the same time we will appreciate your checking the enclosed confirmation carefully so that you may advise us if incorrect in any detail.

Yours very truly,

CANNON MILLS INC.

(Sd.) M. M. Bockelman



November 26, 1938.

Mr. Mark Krouch,  
Asst. Business Manager,  
Topeka, Kansas.

Dear Mr. Krouch:

I very much appreciate your courteous letter of the 21st giving us permission to order the card tables. In our Purchase Request we will make a notation that your office has authorized the purchase.

I am sending you a basketball schedule, together with a copy of our newsletter for the first basketball game. If there are any games on this schedule that you wish to see, if you will let me know ahead of time I will see if there isn't some way of arranging to have you as our guest.

With appreciation, I am

Sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:AH



J. A. MERMIS,  
BUSINESS MANAGER  
MARK KROUCH,  
ASST. BUSINESS MANAGER

STATE OF KANSAS  
OFFICE OF  
STATE BUSINESS MANAGER  
STATE HOUSE  
TOPEKA

WALTER A. HUXMAN,  
GOVERNOR

November 21, 1938

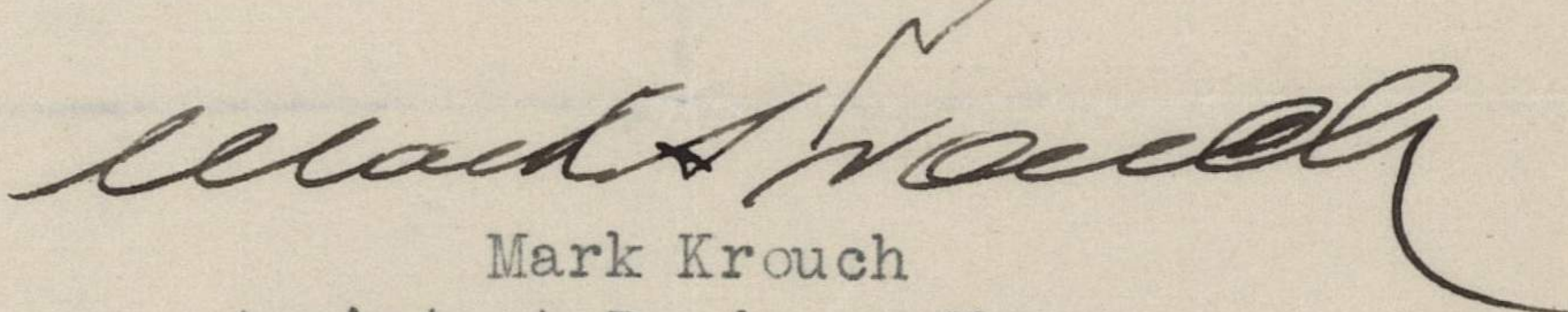
Forrest C. Allen, Director  
Physical Education Department  
University of Kansas  
Lawrence, Kansas

Dear Mr. Allen:

If, in your judgment, the cardtables from the Crown Drug Company meet with your requirements, it will be agreeable with this office for you to buy the four tables at \$5.75 each.

In making out the purchase request, please show thereon that this office has authorized the purchase.

Yours very truly,



Mark Krouch  
Assistant Business Manager

MK:IN



November 18, 1938.

Mr. Mark Krouch,  
Asst. Business Manager,  
State House,  
Topeka, Kansas.

Dear Mr. Krouch:

We are desirous of purchasing four card tables to be used in our recreation service program, and I wish to ask your advice about purchasing the same.

The Crown Drug Company here in Lawrence has some very fine folding card tables, inlaid with maple and walnut, braced four ways, which ordinarily retail at about \$8 or \$9 each. The price to them laid down in Kansas City is \$5.10. They will let us have them at \$5.75 a piece.

This is the table which they sold to their customers for \$4.99 with a \$5.00 merchandise coupon.

Before we send through a Purchase Request, I should like to have your advice about ordering these tables.

Very sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.

3  
5.75  
4  
-----  
23.00



November 30, 1938.

*Return  
bills*

Mr. Mark Krouch,  
Asst. Business Manager,  
Topeka, Kansas.

Dear Mr. Krouch:

After examining the samples of towels which you sent to this office, we feel that the sample submitted by the Johnston & Larimer Dry Goods Company, of Wichita, Kansas, at \$2.96 per dozen will be quite satisfactory.

We are returning to you all of the samples sent, with the exception of the one submitted by Weaver's, of Lawrence, which we are sending direct to them.

Thanking you for your cooperation and consideration, I am

Very sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.



J. A. MERMIS,  
BUSINESS MANAGER

MARK KROUCH,  
ASST. BUSINESS MANAGER

STATE OF KANSAS

WALTER A. HUXMAN,  
GOVERNOR

OFFICE OF  
STATE BUSINESS MANAGER  
STATE HOUSE  
TOPEKA

November 23, 1938

Mr. Forrest C. Allen, Director  
Department of Physical Education  
University of Kansas  
Lawrence, Kansas

Dear Mr. Allen:

We are enclosing herewith quotations and correspondence received against your Purchase Request 1221. Originally, POV 966 was issued to the Theodore Mayer Company of Chicago as per your request in your letter of October 12.

On the purchase request you had indicated the estimated cost to be \$2.50 a dozen and because you had personally interviewed the representative of that company previously, we assumed that the estimated price was also the actual cost. However, upon receipt of the order, the firm asked that they be allowed to increase their price to \$3.00 a dozen.

Feeling quite sure that we had concerns in Kansas that could bid on these towels for that price, we did not allow the increase at the time and have taken the additional time to secure four different bids.

Owing to the range of price quoted, we hesitated to place the order until you have been given an opportunity to examine the samples. The samples are being sent to you today under separate cover. May we say here that it would be satisfactory to return Weaver's sample to them direct after you have made your selection.

If you still feel that the Theodore Mayer towel is the one you desire at the increased price, of course we will be governed by your decision. We would like to see the towel bought from some within-state merchant if at all possible.

Yours very truly,

  
Mark Krouch  
Assistant Business Manager

MK:IN

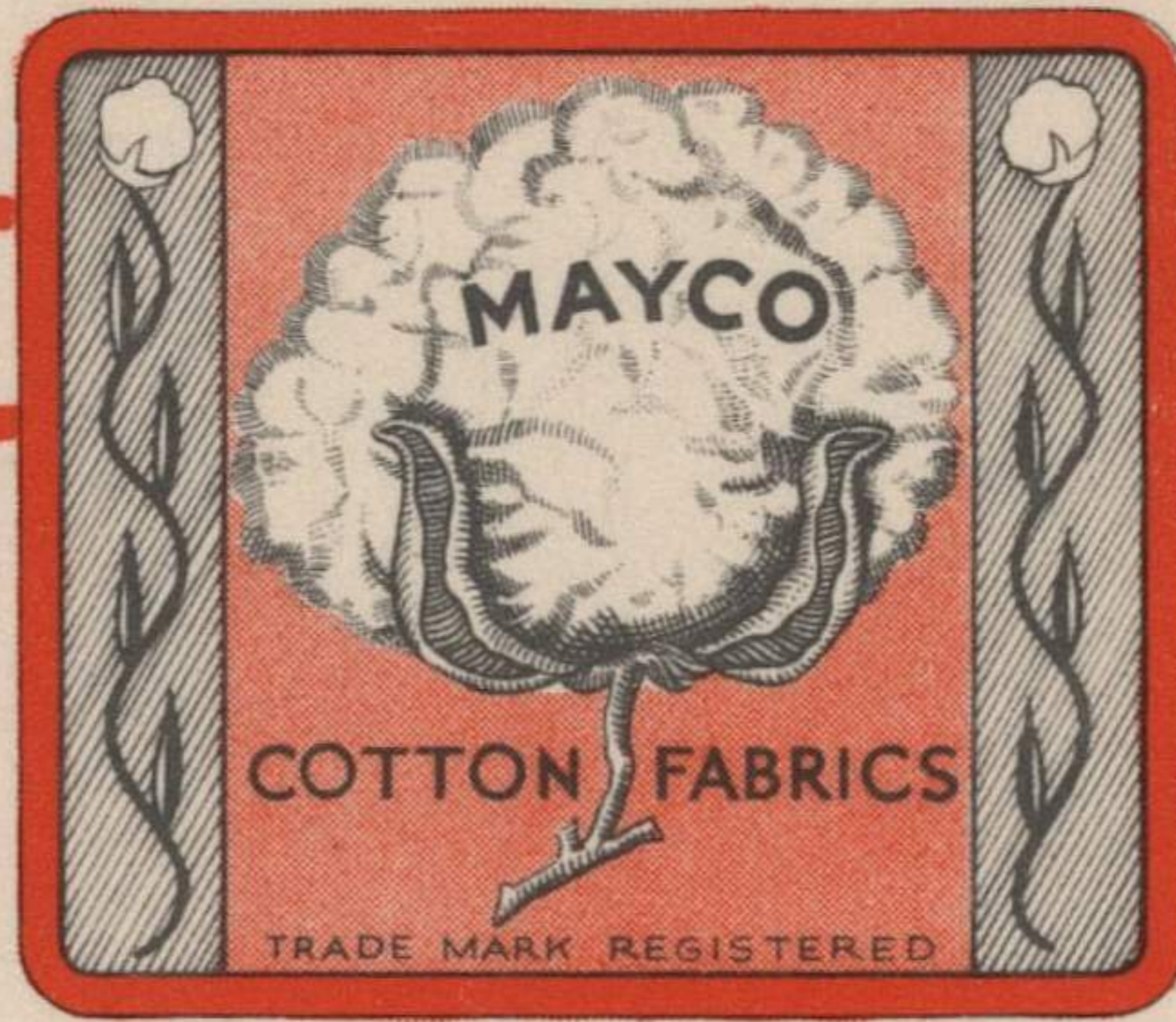


CABLE ADDRESS "MAYCO"

THEODORE MAYER

AND COMPANY

*Cotton Fabrics  
and Linens*



*Converters  
and Importers*

323 SOUTH FRANKLIN STREET

CHICAGO, ILLINOIS

PHONE WEBSTER 7860-1

November 22, 1938

University of Kansas,  
Lawrence,  
Kansas

Attn. Physical Education Dept.

Gentlemen:

We again refer you to your order #966 calling for  
100 dozen our style #35 Ribbed turkish towels.

As per your advice, we contacted Mr. Mark Krouch  
for authorization to proceed with the above order  
at \$3.00 per dozen but to date we have failed to  
receive a reply.

Will you kindly advise if you have been able to  
get this order corrected to the purchase price of  
\$3.00 per dozen.

Your attention will be greatly appreciated.

Very truly yours,

THEODORE MAYER & COMPANY.

By *J. M. Mayer*

JM:M

*Mayco Means Satisfaction*



December 5, 1938.

Mr. Karl Klooz,  
Bursar,  
University of Kansas.

Dear Mr. Klooz:

Will you kindly set aside an  
Encumbrance Authorization for laundry for the Department  
of Physical Education of \$40.00 for the month of December?

Sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.



November 8, 1938.

Mr. Karl Klooz,  
Bursar,  
University of Kansas.

Dear Mr. Klooz:

I am enclosing a bill from the Coen Athletic and Sporting Goods Company, of Kansas City, for a dozen tennis balls which we ordered from them last spring. They had billed this item to the Athletic Association, and we discovered only recently that it had not been paid.

I am enclosing an old form requisition, #78600 which I hope will have your approval so that this account may go through for payment.

Very sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.



# Coen's

**ATHLETIC & SPORTING GOODS CO.**  
NINE TWENTY-FIVE WALNUT STREET - - KANSAS CITY, MISSOURI  
WHOLESALE & RETAIL

October 25, 1938

Dr. Forrest C. Allen  
University of Kansas  
Lawrence, Kansas

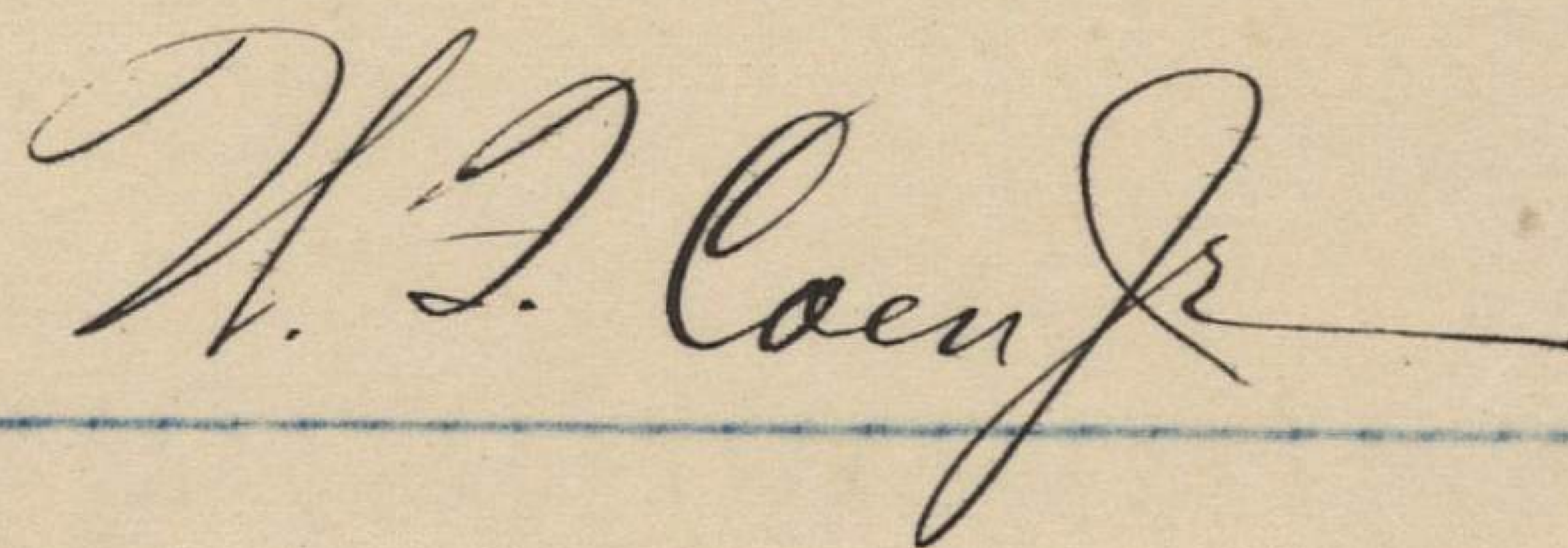
Dear Doc:

Enclosed you will find the required statement. I am sorry this was not handled in the correct manner and if it is to cause you any great inconvenience just let it go.

Yours very truly,

COEN'S ATHLETIC & SPORTING GOODS CO.

BY



WFC jr:CES

DISTRIBUTORS FOR

A. G. SPALDING - REACH - WRIGHT & DITSON - FISHING TACKLE AND OUTING GOODS



October 18, 1938.

Mr. Karl Klooz,  
Bursar,  
University of Kansas.

Dear Mr. Klooz:

I am enclosing Purchase Request No. 1226 for some show card color which we need to paint the courts on the gymnasium floor. These courts include volley ball, badminton, basketball, and so forth.

We have found from past experience that we are able to get the best show card color from Keeler's Book store.

These courts need to be repainted at once, and I trust you may find it possible to approve our order so that it may go through without delay.

Very sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.

150



October 16, 1938.

Mr. Karl Klooz,  
Bursar,  
University of Kansas.

Dear Mr. Klooz:

The attached Purchase Request, No. 1225, is for ten sacks of lime which we need today, if you can approve this order. Mr. Davidson says we are completely out of lime and the tennis courts need to be marked at once. I would greatly appreciate your taking care of this emergency order for us.

The lime we have been getting from McConnell's is much better than lime we might get elsewhere. Their price is in line with that of other firms.

+                      +  
Very sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.



October 3, 1938.

Mr. Mark Krouch,  
Assistant Business Manager,  
State House,  
Topeka, Kansas.

Dear Mr. Krouch:

We wish to thank you for your very kind favor  
of September 30 concerning our purchasing athletic supplies.

I assure you that we will be very careful in making  
out our Purchase Requests for these supplies. Care will be  
exercised to see that prices indicated on the Purchase Re-  
quest are the net state cost.

This cooperative spirit of yours is appreciated,  
and we will be very careful in our selection of equipment.

Very sincerely yours,

FCA:AH

Director of Physical Education,  
Varsity Basketball Coach.



October 8, 1936.

Mr. Mark Krouch,  
Assistant State Business Manager,  
State House,  
Topeka, Kansas.

Dear Mr. Krouch:

I am venturing to call your attention to another problem we are confronting in our Department of Physical Education.

From time to time we find it necessary to have certain equipment repaired - such as footballs, basketballs, and so forth. Occasionally a bladder needs to be replaced in a ball in addition to other repairs. These repair items are comparatively inexpensive, ranging from a few cents to a dollar or two. But if these repairs were not made it would be necessary for us to buy new balls, and these used balls are entirely satisfactory if they are kept in good condition.

There are very few firms which are equipped to repair athletic equipment, and we have found that Lowe and Campbell Athletic Goods Company, in Kansas City, do the best work for us at quite reasonable prices. Their service is quick, and we can depend on them.

We have three balls now that need repair work, and I should be glad to have your advice in this matter.

Very sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:AH

cc to Mr. Karl Klooz.



J. A. MERMIS,  
BUSINESS MANAGER

MARK KROUCH,  
ASST. BUSINESS MANAGER

STATE OF KANSAS

WALTER A. HUXMAN,  
GOVERNOR

OFFICE OF  
STATE BUSINESS MANAGER  
STATE HOUSE  
TOPEKA

September 30, 1938

Mr. Forrest C. Allen  
Director of Physical Education  
University of Kansas  
Lawrence, Kansas

Dear Mr. Allen:

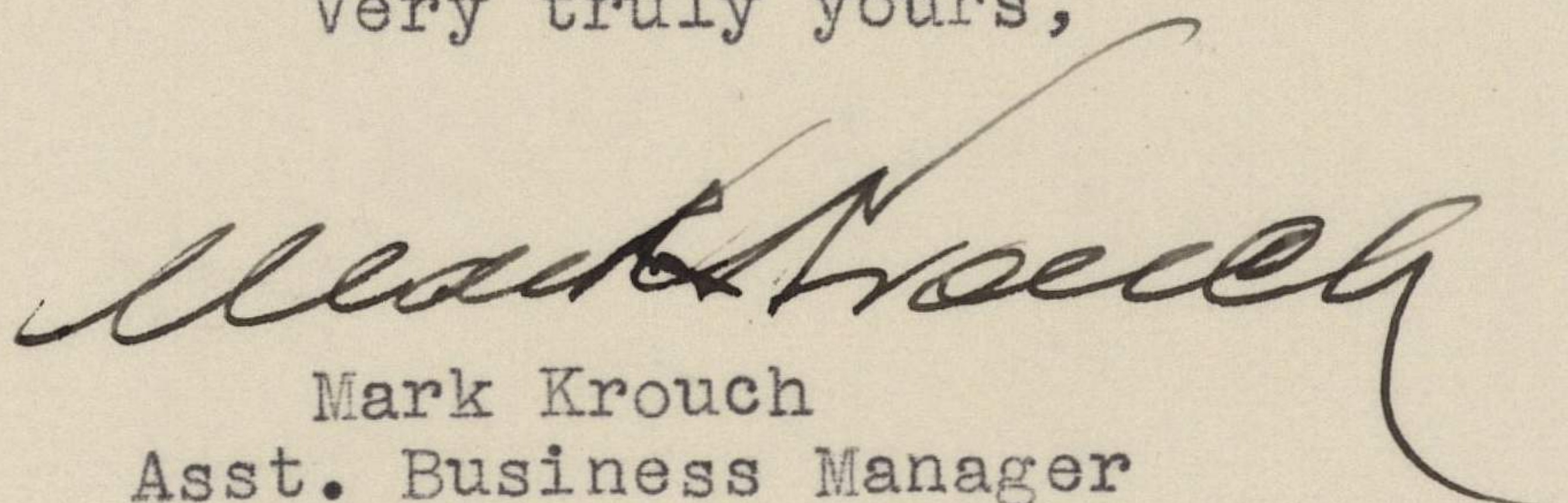
We have a copy of the letter written Mr. Klooz regarding the manner of purchasing and the quality of the athletic supplies for your department.

We are glad that this has been called to our attention and appreciate the fact that special care must be exercised in the selection of equipment for a class such as yours.

In the future and until otherwise instructed, it will be agreeable with this office that you make your own selection of athletic supplies. Send in your Purchase Request made to the firm or firms you desire the supplies to be bought from, together with a reference to this letter. Please be sure that prices indicated on the Purchase Request are the net state cost.

Trusting this arrangement is satisfactory with you, I am,

Very truly yours,

  
Mark Krouch  
Asst. Business Manager

MK:G

CC: Karl Klooz



October 6, 1938.

Mr. Mark Krouch,  
Assistant Business Manager,  
State House,  
Topeka, Kansas.

Dear Mr. Krouch:

We are attaching herewith our Purchase Request No. 1218 for eighteen fencing masks, with bib. Our fencing classes are seriously handicapped for lack of sufficient masks. We have approximately ten masks that are usable, and the average enrollment in the fencing classes is twenty-five.

We are recommending the purchase of the #40 mask from the Vince Fencing Equipment Company. In the past we have found the Vince equipment much more satisfactory than that purchased from other companies, some of it being more expensive than the Vince items.

In the light of your letter to me of September 30, 1938, I am recommending that these masks be ordered from the Vince Fencing Equipment Company, of New York City.



UNIVERSITY OF KANSAS  
LAWRENCE

DIVISION OF PHYSICAL EDUCATION AND  
INTERCOLLEGIATE ATHLETICS

October 4, 1938.

Dear Dr. Allen:

I should like to order eighteen fencing masks. We have approximately ten fencing masks at this time that are usable, and the average class enrollment in my fencing classes is twenty-five students per class. Obviously with only ten masks we are seriously handicapped, and endanger the students who must forego the use of the mask.

I am recommending that we purchase the masks from the Vince Fencing Equipment Company which would retail to us at a special price of \$2.50 per mask. I refer you to Mr. Vince's letter which you will find attached.

Thank you very much.

Sincerely,

*Jim H. Raport*



MANUFACTURERS

IMPORTERS

JOSEPH VINCE

COACH

U. S. OLYMPIC FENCING SQUAD, 1936

**VINCE FENCING EQUIPMENT, INC.**



202 EAST 44TH STREET  
NEW YORK CITY  
TEL. VANDERBILT 3-8455

October 4, 1938

Mr. Jim H. Raport  
University of Kansas  
Lawrence, Kansas

My dear Mr. Raport:

I wish to thank you for your kind order, and I am pleased to advise you that this has already been shipped you. We have received a request from Mr. Forrest Allen regarding the masks which you mention in your letter.

I suggested to Mr. Allen, the #40 mask with metal finish as being a more suitable mask for classroom instruction. We have found in some instances that the black enamel chips and peels from the masks after they have been in classroom use for several months. To overcome this, we have dipped the mesh in hot tin baths to prevent rust and to overcome the objection of this chipping.

We are still working on a black enamel which will not chip and hope in the near future to have a satisfactory solution to this problem.

Very truly yours

VINCE FENCING EQUIPMENT, INC.

*E. Olster*  
E. Olster

EO:RM



October 12, 1938.

Mr. Mark Kroush,  
Asst. State Business Manager,  
State House,  
Topeka, Kansas.

Dear Mr. Kroush:

I am attaching herewith Purchase Request No. 1221 for 100 dozen white turkish towels for use in the Department of Physical Education.

I might explain that previously, when I was also Director of Athletics, the Department of Physical Education would buy one order of towels, and the Athletic Association would buy the next order. However, since the two departments have been separated we feel it would be best for this department to purchase our own towels and have them identified as property of this department. At the present, our towel supply is so short that we are forced call the laundry each morning and ask them to deliver what clean towels they have ready.

We are suggesting that these new towels have a red stripe running through the center with the following identification: Physical Edus. - U. of Kansas - 1938. That would identify them absolutely as the property of this department, and they would not be confused with towels owned by the Athletic Association. While many of the students might want them as souvenirs, we have a checking system here whereby each towel that is checked out is checked back in when the basket is returned, so I do not believe there would be any loss that way.

We do not want an extremely heavy towel as that would increase the cost of laundering. At present we pay the laundry a cent a piece for laundering the towels.

Mr. Arthur R. Patterson, representing the Theodore Mayer Company, of Chicago, called at my office a few days ago with towel samples, and I suggested that he send his bids to the State Business Manager.

Very sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:AH

cc to Mr. Karl Kloos.