

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.