

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 Educ. - 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.