

LOWE & CAMPBELL

DIVISION OF WILSON SPORTING GOODS COMPANY



Athletic Goods
WHOLESALE • MANUFACTURING • RETAIL

1509-11-13 BALTIMORE AVE., KANSAS CITY 8, MO.

May 24, 1946

Mr. Henry A. Shenk
Assistant Professor Of Physical Education
University of Kansas
Lawrence, Kansas

Dear Mr. Shenk,

Thank you for the nice order mailed in today. Before starting work on it there is a question or two that we want to ask.

It is assumed that the entire order is to be charged to the University of Kansas Physical Education Corporation. If this is correct, will you kindly have Mr. Falkenstien issue the customary purchase order. No doubt you have a copy of your order sent to us. It is evident from the items that you are ordering that it is not to be charged to your personal account, but if it is to be charged to the school and of course run through Ober's we should have the yellow purchase order which is usually sent. It maybe necessary to substitute on some items but we will do our best to adhere closely to goods of the same price.

We notice the second item is three dozen No. 12AL softballs and just yesterday had a state purchase order to be shipped to the University of Kansas for the same amount of the same softball. Could this be a duplication?

What color enamel shall we use on the raised letter "K" on the sterling silver baseballs. We know you would want either blue or red, but should know this before the order is placed.

If the order is to be charged to the Physical Education Corporation no doubt you can claim exemption on the 20% Federal Jewelry tax. The customary procedure on this is for us to bill for the tax when the order is sent and include an exemption certificate which, when properly filled out and returned to us is sent to our credit department and a credit memorandum issued for the tax. This seems like a lot of red tape but is the way this tax item must be handled.

When you have Mr. Falkenstien send in the purchase order it might be well to group it into two orders, placing all of the jewelry, that is, medals and baseballs on one and the other items on a separate order as most of the stock items can be sent immediately, whereas, it would take from four to six week while having the medals and baseballs made.

An envelope is enclosed for your convenience in answering.

Yours very truly,

LOWE & CAMPBELL

Chas. A. Burke, Jr.
Chas. A. Burke, Jr.,
Mgr. City Dept.

CAB:iu

KANSAS CITY • MINNEAPOLIS • CINCINNATI • CLEVELAND • DES MOINES • CHICAGO • DALLAS • ST. LOUIS
ST. PAUL • DETROIT • DENVER • NASHVILLE • PITTSBURGH • WASHINGTON • SYRACUSE • CHARLOTTE