

May 27, 1946

Mr. Charles A. Burke, jr.
Manager City Department
Lowe & Campbell Athletic Goods
1509-11-13 Baltimore Avenue
Kansas City 8, Missouri

Dear Sir:

It is possible that you are not familiar with the set up here at the university. Our Athletic Department is known as the Physical Education Corporation. Then we have a Physical Education Department. Ordinarily, supplies bought through the Physical Education Corporation are purchased through Mr. Falkenstein of the Athletic Department and supplies for the Physical Education Department are purchased through state purchase requests, since state funds are used in these purchases.

However, the supplies we wish in this order are for use during the Summer Session, for which we do not need a state purchase request. Please bill the supplies requested in our order to the Physical Education Department Summer Activities and you will be reimbursed through our business office. The supplies should be shipped through Obers, if that has been your customary procedure in the past.

You were right in assuming that these supplies should not be billed to me personally, but I am in charge of our Summer Activities Program at the university and, after July 1, will be head of the Physical Education Department.

We want the three dozen 12AL soft balls for use in our summer program and this is not a duplication of the state purchase order.

We should like the blue enamel on the raised letter "K". If you will send us the exemption certificate on the 20 percent Federal Jewelry Tax when the order is sent, we will fill out the certificate and return it to you. If you can send us the items you have in stock at once and send the jewelry and other items as soon as you can, we would appreciate it.

Sincerely,

Assistant Professor
of Physical Education.

HS:MF