

Dr. Allen:

Attached are the purchase requests referred to in Mr. Nichols' letter.

In the case of the stopwatch crystal. Miss Hoover took the watch to Marks & Son and then told me about it. I waited until the bill came in and then wrote out the purchase request.

In the case of the tuning of the pianos. I called Bells myself and asked them to come up and tune the pianos. Then again I waited for their bill and made out a purchase request.

I have just called Mr. Carig at the Business Office and found out I am to make out bid sheets on repair and cleaning jobs such as those on the attached forms, just as if we were purchasing new equipment.

I'm sorry I made the mistake, but after this I'll know better. Mr. Craig says the bills will be paid.

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