

May 31, 1938.

Mr. Jack Elliott,  
R. S. Elliott Arms Co.,  
1422-24 Grand Avenue,  
Kansas City, Missouri.

Dear Jack:

We have your statement for covering the two gym mats which we sent you a few weeks ago. The mats have been returned to us, and we are very much pleased with them. You did a fine job for us.

I am writing at this time to ask if you would bill us for each mat separately. The University has a regulation that purchase orders amounting to over \$25.00 have to be submitted for bids, except emergency orders. This was an emergency order, but I believe it would facilitate matters if you would send us two separate statements for recovering the mats. One could be dated the day you received the order, and the other dated as of May 27.

We shall greatly appreciate your kindness in this matter. Requisitions for payment will go through in regular order.

Sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.