

September 27, 1940

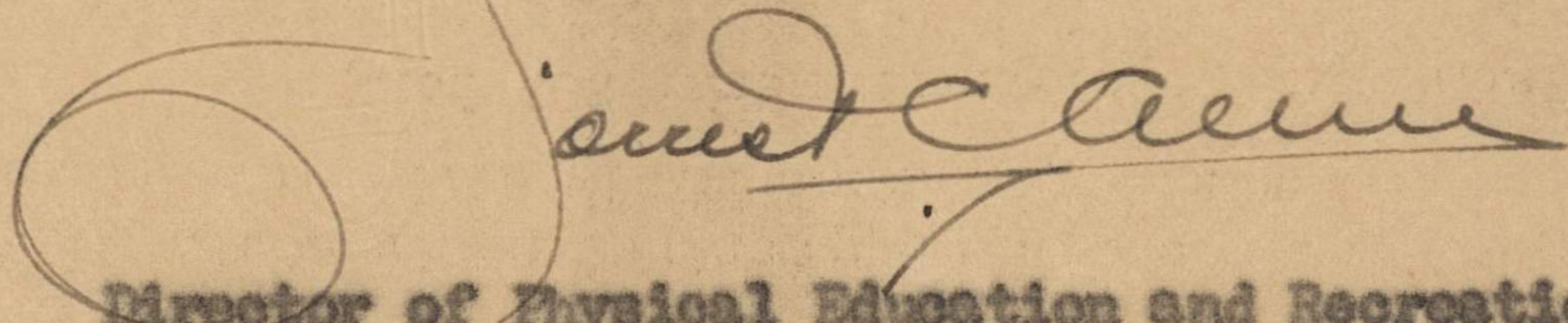
Dear Faculty Member:

We have appointed Mr. Burt DeGroot as a coordinator of purchases and supplies for the Department of Physical Education.

If any new equipment is desired the request may be turned into the office and it will in turn be referred to Mr. DeGroot who will investigate the cost and make recommendations to the Department.

Our feeling is that this will add to the efficiency of equipment handling and we trust you will feel perfectly free to make any reasonable request. I am sure that Mr. DeGroot will respond very readily.

Sincerely yours,

A handwritten signature in cursive script, reading "Ernest C. Allen". The signature is written in dark ink and is positioned below the typed name. A large, decorative flourish is visible on the left side of the signature.

Director of Physical Education and Recreation
Varsity Basketball Coach