

October 3, 1940

Miss Ruth I. Hoover
Department of Physical Education
University of Kansas

Dear Miss Hoover:

I am making the suggestion that all requests that have to do with repairs of any kind be made in writing by the members of the faculty. Doubtless Mrs. Hulteen asked Del Davidson to fix the ramp, but when there is no written record you cannot check back on it.

If you want brushes and branches trimmed around the steps that lead out to the field, or if you want wire strung to protect the hockey field from paths, we would appreciate it if you would put your request in writing. We will see that all written requests are promptly handled.

Very cordially yours,

Director of Physical Education and Recreation
Varsity Basketball Coach

FCA:lg