

August 3, 1938.

Mr. Mark Krouch,
Assistant State Business Manager,
Topeka, Kansas.

Dear Mr. Krouch:

Some time during the spring, before school was out and before the new system of purchasing was worked out, we made arrangements with Mr. C. Gordon Hoffman to make some archery equipment for the Department of Physical Education during the summer. This equipment is to be used in the teaching of archery this fall.

Mr. Hoffman is now at his home in Oregon, where he uses his native birch and lemonwood to make these bows and arrows.

I am attaching herewith our Purchase Request No. 1202 for these items which we asked Mr. Hoffman to make, the total cost to be \$38.00. I trust this explanation of the matter is satisfactory, and that we will experience no difficulty in paying Mr. Hoffman.

Very sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.