

[transcribed on 2020-05-06 by Laura Habecker]

July 19, 1921

C. F. Babcock & Company,
Hornell, N. Y.

Gentlemen:

I have transferred your bill against this school onto the State forms and enclosed them for your signatures. It is necessary for each voucher to be signed on the line marked "Claimant" and the signee must show his official connection with the firm. Also please execute the affidavit on the back of the original. All these signatures are required before the bill can be passed for payment.

Very truly yours,

Secretary,
New York State School of
Clay-Working and Ceramics.