

[transcribed on 2020-05-08 by Laura Habecker]

August 23, 1921

Mr. Donald Bassett,  
Silver Lake, N. Y.

Dear Mr. Bassett:

Mr. Randolph is very anxious to have your time for work done here at the School in on the State forms by the end of this month. Prof. Binns paid you by check but in order to reimburse him you will have to sign the vouchers in the usual way.

Probably you have not your time with you. If not, let it go until the end of next month. If you could send me the dates and hours of work I could transfer them to the forms and all you would have to do would be to sign all three vouchers on the line marked "CLAIMANT" and the affidavit on the back of the original. I have written this at the request of Mr. Randolph and not because we were in a hurry for your time.

Very truly yours,

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