

21462

OFFICE OF
Indian Affairs
Form A-220, 1-13

1902

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Department of the Interior,
UNITED STATES INDIAN SERVICE,
Indian Industrial School,
CARLISLE, PA *Agency.*

R. D. Pratt
Lt. Col. 13th Cavalry, Supt. *Indian Agent.*

REQUISITION FOR STATIONERY.

Abstract No. _____

FOR THE

Fiscal year ending June 30, 1903

The above should be filled out by the Agent.

To Secy. July 7/1902

First invoice sent	190
Second invoice sent	190
Third invoice sent	190
Fourth invoice sent	190

(S.) *7* *W. H. ...*

Department of the Interior,

OFFICE OF INDIAN AFFAIRS,

Washington, D. C., _____, 190

Approved and respectfully forwarded to
the Honorable Secretary of the Interior.

Assistant Commissioner.

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Department of the Interior,

UNITED STATES INDIAN SERVICE,

Indian Industrial School,

CARLISLE, PA

~~Agency~~

April 11, 1902

The Commissioner of Indian Affairs.

SIR :

I have the honor to request that the following articles of stationery be furnished for use in this office ^{and school} during the fiscal year ending June 30, 1903

Number of employees ⁸³

" " Pupils 1000

Very respectfully,

W. H. Pratt

Lt. Col. 15th Cavalry, Supt. U. S. Indian Agent.

THIS REQUISITION MUST BE MADE OUT AND FORWARDED IN DUPLICATE.

NUMBER OF ITEMS.	QUANTITY REQUIRED.	DESCRIPTION OF ARTICLES.	QUANTITY ON HAND.	NUMBER OF ITEMS.
1	28 reams	Foolscap paper 18-29 lines, 10-34 lines	42	1
2	2 reams	Legal cap paper, 29 lines	1 1/2	2
4a	8 reams	Letter paper, as follows:		
		reams half sheets, printed official heading	6	4a
		8 reams second sheets, not printed	2	4a
5	reams	Press-copy paper, white		5
8	60 reams	Note paper, printed official heading plain	42	8
17	quires	Manila wrapping paper, 40 by 48 inches	20	17
19	40 quires	Manila wrapping paper, 24 by 36 inches	7	19
21	30 quires	Blotting paper	12	21
23	30 reams	Typewriter paper, heavy ledger, as follows:		
		28 reams, 8 by 10 1/2 inches 13 plain, 15 official heading	38	23a
		2 reams, 8 by 12 1/2 inches plain	1	23b
24	sheets	Semicarbon paper		24
25	10 reams	Typewriter paper, thin linen, as follows:		
		2 reams, 8 by 10 1/2 inches 1 medium, 1 very thin	2 1/2	25a
		8 reams, 8 by 12 1/2 inches medium	1	25b
31	rolls	Toilet paper		31
60a	2 gross	Rubber bands, No. 0		60a
60b	gross	" " No. 001		60b
60c	gross	" " No. 001		60c
60d	gross	" " No. 0001		60d
60e	gross	" " No. 0001	33	60e
61a	10 gross	" " No. 11		61a
61b	gross	" " No. 16		61b
61c	gross	" " No. 19		61c
61d	3 gross	" " No. 32		61d
62	cakes	Rubber pencil-and-ink erasers		62
63	cakes	Artist's rubber (1 lb)		63
64	100 cakes	Rubber ink erasers <i>Pratt's</i>	77	64
67	72 cakes	Rubber erasers for typewriters <i>Dupont Disc</i>	31	67

* Number of employees must be stated on lines indicated above. If the supplies are for a school the number of employees and number of pupils must be stated.

INK WILL BE FURNISHED ONLY DURING THE SUMMER MONTHS.

NUMBER OF ITEM.	QUANTITY REQUIRED.	DESCRIPTION OF ARTICLES.	QUANTITY ON HAND.	NUMBER OF ITEM.
76	24 gross	Steel pens <i>Padella Alloyed 3000 No. 10, small</i>		76
76	24 gross	" " <i>No. 11, large</i>		76
76	10 gross	" " <i>Eagle No. 5, 10</i>		76
76	2 gross	" " <i>Esterbrook No. 312 (stub)</i>	42	76
76	3 gross	" " <i>Miller Bros. No. 4 (stub)</i>		76
76	2 gross	" " <i>Dyckal No. 2, 1 No. 3 (stub)</i>		76
76	10 gross	" " <i>Spencerian No. 1</i>		76
77		Rating pens		77
87		Steel erasers, spear		87
88c		Shears, 8-inch		88c
104	dozen	Thumb tacks		104
110	yards	Tracing cloth, 36-inch		110
130d		Inkstands, 2 1/2-inch, fluted		130d
130f		Inkstands, 2 1/2-inch, round		130f
131		Sponge cups, glass		131
132		Mucilage stands		132
140a	120 dozen	Black lead pencils, round, Nos. 1, 2, 3, 4, 5 <i>all No. 2</i>	780	140a
140b		Black lead pencils, hexagon, Nos. 1, 2, 3, 4, 5		140b
142	12 dozen	Pencils, red, blue	61	142
143				143
160	dozen	Penholders, wooden, with hard-rubber tips		160
161	96 dozen	Penholders, wooden <i>72 Dyckal Am. Penal Co. 24 Dyckal No. 2211, Eagle Penal Co. 61</i>		161
162	1 dozen	Penholders, hard rubber	46	162
171	120 quarts	Writing fluid, <i>Carters</i>	46	171
172	1 quart	Copying ink	1	172
173	bottles	Carmine ink, 2-ounce		173
174	bottles	Crimson ink, 4-ounce		174
177	bottles	Stamping ink		177
180	12 quarts	Mucilage	11	180
181	4 bottles	Mucilage, 8-ounce, with brush	3	181
202	12	Press copy books, 10 by 12 inches	11	202
205		Pen racks		205
206		Rulers, rubber		206
207a		Rulers, wooden, 15-inch		207a
207b	12	Rulers, wooden, 18-inch	169	207b
209		Water bowls, for use in press copying		209
210		Copying brushes		210
212		Arm rests, mahogany		212
213		Paper weights		213
214		Hand blotters		214
215	boxes	Eyelets, D. R. (250 to each box)		215
217	1 spools	Red tape	4	217
222	dozen	Stamping ribbon	3	222
223	8 boxes	Paper fasteners, similar to McGill's (100 in each box) <i>No. 1 No. 2 No. 3</i>	15	223
224	pounds	Sealing wax, red, 4-ounce sticks		224
226	pounds	Pins, No. <i>No. 4 Pyramid</i>	30	226
227	papers			227
228		Sponge, for sponge cups		228
230	20 pounds	Hemp twine, small	10 1/2	230
230	5 pounds	Hemp twine, medium or large <i>medium</i>		230

* Width of stamping ribbon should be specified.

NUMBER OF ITEM.	QUANTITY REQUIRED.	DESCRIPTION OF ARTICLES.	QUANTITY ON HAND.	NUMBER OF ITEM.
231	2	Table baskets		231
232		Waste baskets		232
233	6	Paste brushes		233
235	100 sheets	Oiled paper for press copying		235
236	1 dozen	Ribbons for <i>Remington</i> typewriter		236
237	1 dozen	Ribbons for <i>Hammond</i> typewriter, 18 pairs <i>Smith Premier</i>	2 1/3	237
238	8 dozen	Scratch books <i>1-512B 305</i>	17 1/2	238
240	dozen	Rulers, all wood, 12-inch		240
267	sheets	Drawing paper, 8 1/2 by 11 inches		267
301	5000	Envelopes, white, 4 1/2 by 10 1/2, printed		301
303	20000	Envelopes, white, 3 1/2 by 8 1/2, printed		303
305	40000	Envelopes, white, 3 1/2 by 6, printed <i>plain</i>	52000	305
	40000	" " " " <i>plain</i>		
1-423	24	Steno-graphers' Note Books	40	

INSTRUCTIONS FOR MAKING REQUISITIONS.

NOTE No. 1. Officers are requested to confine their requisitions to the articles of stationery which are included in the Department schedule and which are purchased under contract, as other similar articles, which would necessarily have to be purchased in open market at much higher prices, will not be supplied, except in cases of absolute necessity.

NOTE No. 2. Requisition should be made out for a supply of stationery sufficient to last at least six months.

NOTE No. 3. Requisitions requiring printed paper and envelopes should be forwarded at least two months before the commencement of the period for which the supplied are wanted, in order to give ample time for the printing.

NOTE No. 4. Steel pens may be selected from the following varieties: Gillott's, No. 170, 293, 303, 604, and 404; Esterbrook's, Nos. 9, 11, 14, 79, 048, 97, 129, 130, and 314 (stub); Spencerian, Nos. 1, 2, and 3; Miller Brothers, Nos. 15, 18, 87, 130, 333, 444, 506, 4 (stub); J, 15, T. P., 23, 77, 101, 102; Dyckal's, Nos. 2 and 3 (stub); Eagle, Nos. 10, 110, 130, 130, 170, and 190.

Requisitions for printing envelopes No. _____ Requisition for printing paper No. _____

SHIPPED AS FOLLOWS:

boxes by _____, weight _____, T. R. No. _____, packed by _____

boxes by _____, weight _____, T. R. No. _____, packed by _____

boxes by _____, weight _____, T. R. No. _____, packed by _____

boxes by _____, containing _____, packed by _____

boxes by _____, containing _____, packed by _____

sacks of _____ pkgs. by _____, containing _____, packed by _____

sacks of _____ pkgs. by _____, containing _____, packed by _____

sacks of _____ pkgs. by _____, containing _____, packed by _____

packages by _____, weight _____, T. R. No. _____, packed by _____

packages by _____, containing _____, packed by _____

DATE OF INVOICE: _____