

14900

OFFICE OF
INDIAN AFFAIRS.
Rec'd APR 23

1891

Indian Training School
Carlisle Barracks, Pa.
Capt. R. Pratt, Supl.

58 *Apr. 22 91*

Forward Requisition
for Stationery for
fiscal year 1891-92.

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fee 26071-91

Trans. to F. Aug. 20/91

To Secy Aug 21/91

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M

Seater

Indian Industrial School,

Carlisle, Pa., Apr. 22 1891

To the Hon.

Commr. of Indian Affairs,
Washington, D.C.

Sir:

I have the honor to forward
herewith Requisition for Stationery for
use at this School during fiscal year
ending June 30, 1892.

Very respectfully
Your Obedt. Servt.

R.H. Pratt

Capt. 10th Cav.,
Supt.

14900

OFFICE OF INDIAN AFFAIRS, Encl. No. 1 1891

U. S. Indian Service,

Carlisle Barracks Pa
Indian Training School

April 22, 1891

Capt. A. H. Pratt, 10th Cav.,
U. S. Indian Agent.
Supt.

REQUISITION

FOR

STATIONERY

FOR THE

Fiscal Year ending June 30, 1892

Department of the Interior,

OFFICE OF INDIAN AFFAIRS,

Washington, _____, 188

Respectfully forwarded to the Honorable
Secretary of the Interior with the recommen-
dation that Stationery be supplied to the
Indian Agent as herein requested.

Commissioner.

Req. No.

United States Indian Service,

Carlisle Barracks, Pa. Agency

April 22, 1891.

The Hon. Commissioner of Indian Affairs:

SIR:

I have the honor to request that the following articles of stationery be furnished for official use in this office during the fiscal year ending June 30, 1892.

Very respectfully,



Capt. 10th Cav. U. S. Indian Agent.

THIS REQUISITION MUST BE MADE OUT AND FORWARDED IN DUPLICATE.

Item No. on Department schedule.	QUANTITY REQUIRED.	DESCRIPTION OF ARTICLES.	QUANTITY ON HAND.
1	<i>5</i> reams	Foolscap paper	reams.
2	reams	Legal-cap paper	reams.
4	<i>5</i> reams	Letter paper, as follows:	
		<i>5</i> reams half sheets, printed official heading	reams.
		reams second sheets, not printed	reams.
8	<i>20</i> reams	Note paper, printed official heading	reams.
19	quires	Manila wrapping paper, 24 by 36 inches	reams.
21	<i>10</i> quires	Blotting paper	quires.
36		Envelopes, white, 3½ by 8½, printed official heading	
37		Envelopes, white, 4¼ by 10, printed official heading	
40		Envelopes, manila, 5½ by 11½, printed official heading	
47	<i>40,000</i>	Envelopes, white, 3½ by 6, printed official heading	
48		Envelopes, manila, 3¾ by 5¾, printed official heading	
60	<i>3</i> gross	Rubber bands, as follows:	
		gross No. 0¼; gross No. 00¼; gross No. 00½;	
		<i>3</i> gross No. 000¼; gross No. 000½;	gross.
61	<i>10</i> gross	Rubber bands, as follows:	
		gross No. 11; gross No. 16; gross No. 19;	
		<i>5</i> gross No. 32 <i>5 gross No. 30</i>	gross.
62	cakes	Rubber pencil-and-ink erasers	dozen.
63	<i>12</i> cakes	Artist's rubber, (lbs.)	cakes.
64	cakes	Rubber ink-erasers (lbs.)	cakes.

INK WILL ONLY BE SHIPPED DURING THE SUMMER MONTHS.

Item No. on Department schedule.	QUANTITY REQUIRED.	DESCRIPTION OF ARTICLES.	QUANTITY ON HAND.
76	12 gross	Steel pens, as follows: 5 gross <i>Falcon</i> 4 gross <i>School, Spencerian</i> 2 gross <i>Gillett, No. 166</i> 1 gross <i>Claybrook & Co., No. 122</i>	
77		Ruling pens	dozen.
79	dozen	Swan-quill pens, Gillett's, No. 808	dozen.
81	boxes	Quill-pens (25 in each box)	boxes.
87	3	Steel erasers, spgar	dozen.
88		Shears, as follows: 8-inch; 9-inch; 10-inch	dozen.
104	dozen	Thumb-tacks	dozen.
130	6	Inkstands, as follows: 2 1/2-inch, fluted; 6 2 1/2-inch, round	dozen.
131	6	Sponge-cups, glass	dozen.
132	6	Mucilage stands	dozen.
140	10 dozen	Black lead-pencils, as follows: dozen No. 1, or S.; 10 dozen No. 2, or S. M.; <i>Faber's</i> dozen No. 3, or M.; dozen No. 4, or H.; dozen No. 5, or V. H.	dozen.
142	4 dozen	Pencils, red, blue, and green, as follows: 2 dozen red; 2 dozen blue; 2 dozen green	dozen.
161	6 dozen	Pen-holders, assorted	dozen.
171	6 quarts	Writing fluid <i>Spencerian</i>	dozen.
172	2 quarts	Copying ink <i>A. W. Faber's</i>	dozen.
173	12 bottles	Carmine ink, 2-ounce	dozen.
174	bottles	Crimson ink, 4-ounce	dozen.
180	12 quarts	Mucilage	dozen.
181	bottles	Mucilage, 8-ounce, with brush	dozen.
202	12	Press-copy books, 10 by 12 inches	dozen.
205		Pen racks	dozen.
207		Rulers, wooden, as follows: 15-inch; 18-inch	dozen.
210		Copying brushes	dozen.
211		Bill-files, upright	dozen.
212		Arm-rests, mahogany	dozen.
213		Paper-weights	dozen.
215	boxes	Eyelets, D. B. (250 to each box)	dozen.
217	2 spools	Red tape	dozen.
223	boxes	Paper-fasteners, McGill's (100 to each box)	boxes.
224	pounds	Sealing-wax, red, 4-ounce sticks	pounds.
225	pounds	Gum Arabic	pounds.
226	pounds	Pins, No.	pounds.
227	papers	Pins, No.	dozen.
228	pounds	Sponge, for sponge-cups	pounds.
230	12 pounds	Hemp-twine, as follows: pounds large; 6 pounds medium; 6 pounds small	pounds.
233		Paste brushes	dozen.
235	sheets	Oiled paper for press-copying	sheets.

Item No. on Department schedule.	QUANTITY REQUIRED.	DESCRIPTION OF ARTICLES.	QUANTITY ON HAND.
10	11 Reams	Paper, Note - 2 Reams Ruled - 1/2 Smooth, 1/2 Rough 2 Reams unruled 1/2 " 1/2 "	
51	2000	Envelopes, White 4 x 5 1/2	
140	10 doz	Pencils, Black Lead, Dixon's	
"	2 gross	" " " Plain Cedar	
"	12 doz	Blank Books - 5-946	
"	6 doz	" " 5-947	
"	6	" " 5-931	
"	6	" " 5-932	

NOTE.—Requisitions, MADE OUT IN DUPLICATE, should be forwarded on the first of April preceding the commencement of the fiscal year for which the stationery is required, for a supply sufficient to last one year.

Issued _____, 188____, by _____

Packed _____, 188____, by _____

_____ boxes shipped by mail, _____, 188____; _____ packages by registered mail, namely: Misc. articles, _____; paper, _____; envelopes _____ sacks.

Shipped _____, 188____. Date of invoice _____, 188____