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13642, Dec 8, 1891

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(5-276.)

United States Indian Service,

Department of the Interior,

OFFICE OF INDIAN AFFAIRS,

Agency,

Carlisle Barracks, Pa.

Washington, _____, 189_____

Dec. 7, 1891

Respectfully forwarded to the Chief Clerk,
Department of the Interior.

R. N. Pratt

Capt. W. Carby *per*

Assistant Commissioner.

REQUISITION

FOR

BLANKS AND BLANK BOOKS

FOR THE

Six months ending Jan. 30, 1891

Filed by _____

Checked by _____

Forwarded by mail _____, 189_____

No. of packages _____ No. of bags _____

N. B.—The above should be filled out by the Agent.

To Dept. Dec. 9, 1891

(Copy)

Handwritten initials

(5-276.)

United States Indian Service,

Carlisle, Pa Agency,

Dec. 7, 189*1*

Hon. Commissioner of Indian Affairs.

SIR: I have the honor to request that the following blanks be furnished for use of this Agency during the six months ending *June 30*, 189*2*

Very respectfully,

R. V. Pratt

*U. S. Indian Agent
Capt. 10th Calvary, Sept.*

QUANTITY.	Number of blank on catalogue.	TITLE OF BLANK OR BLANK BOOK.
	1-002 (b)	Bond (contractors').
	1-006 (a)	Oath of disinterestedness.
	1-007	Abstract of proposals.
	5-001	Abstract A to property return. (Articles purchased.)
	5-002	Abstract B to property return. (Received from contractors.)
	5-003	Abstract C to property return. (Received from other sources.)
	5-004	Abstract D to property return. (Articles issued to Indians.)
	5-005	Abstract E to property return. (Sold to employes.)
	5-006 (a)	Abstract F to property return. (Expended in service.)
	5-006 (b)	Extra sheet for abstract F.
	5-007	Extra sheets for abstracts A, B, C, D, and E.
	5-010	Abstract of disbursements.
	5-021	Trader's bond.
	5-052	Application for trader's license.
	5-053	Affidavit to accompany trader's license.
	5-080	Contract for beef.
	5-082	“ “ goods and supplies.
	5-084	“ “ miscellaneous.
	5-086	“ “ transportation.
<i>20</i>	5-092	Estimate for funds.
	5-097 (a)	Estimate for supplies, etc.
	5-097 (b)	Extra sheet for estimate for supplies.
<i>20</i>	5-115	Account-current sheet.
	5-119	Bill of lading.
	5-120	Authority to act as agent.
	5-128	Census roll of Indians.
	5-130	Certificate to correctness of claim for traveling expenses.
	5-131	“ for annuity payments (guardianship).
	5-134	“ of inspection—beef cattle.
	5-135	“ “ “ —supplies.

QUANTITY.	Number of blank on catalogue.	TITLE OF BLANK OR BLANK BOOK.
50	5-138	Descriptive statement of children.
	5-140	Descriptive statement of government buildings.
	5-155 (a)	Property return.
100	5-155 (b)	Extra sheet for property return.
20	5-155 (c)	Property return—medical.
	5-160	Ration check.
	5-174	Warrant for sergeant of Indian police.
	5-176	Weighers' certificate.
	5-210	Receipt—beef.
	5-212 (a)	Receipt—supplies—contract (flour and grain)—original.
	5-240	Report of changes in employés—agency.
30	5-241	Report of changes in employés—school.
50	5-242	Quarterly report of employés—agency.
	5-243	Quarterly report of employés—school.
	5-245	Report of changes in Indian police.
25	5-248	Monthly sanitary report.
	5-250	Weekly supply report.
	5-251	Quarterly school report.
100	5-252	Report of irregular employés—monthly.
	5-259	Report of farmer (monthly).
	5-276	Requisition for blanks and blank books. (This form.)
	5-277	“ “ “ (Short.)
10	5-289	“ stationery—annual.
50	5-300	Weekly statement of funds.
	5-301	Monthly “ “
	5-305	Quarterly statement of receipts and disbursements.
	5-306	Statement of indebtedness for employés—monthly.
	5-307	“ “ expenses of schools.
	5-310 (a)	Voucher—abstract D, property return, Form No. 1.
	5-310 (b)	“ “ “ “ “ “ 2.
	5-310 (c)	“ “ “ “ “ “ 3.
	5-310 (d)	“ “ “ “ “ “ 4.
	5-315 (a)	“ “ F, account of sales of public property.
	5-315 (b)	“ “ “ issues to boarding schools.
	5-316	“ No. 2—abstract F, property return—quarterly.
	5-320	“ Advertising.
	5-322 (a)	Annuity pay-roll, Form No. 1.
	5-322 (b)	“ “ “ 2.
	5-322 (c)	“ “ “ 3.
25	5-330 (a)	Monthly receipt roll. (Regular.)
200	5-330 (b)	Pay-roll of irregular employés.
	5-334	Transportation—Indian freighters.
	5-335 (a)	Vouchers—miscellaneous—long.
100	5-335 (b)	“ “ —extra sheet.
	5-335 (c)	“ “ —short.

QUANTITY.	Number of blank on catalogue.	TITLE OF BLANK OR BLANK BOOK.
	5-335 (d)	Voucher—miscellaneous—traveling expenses.
	5-338	“ contract.
200	5-340 (a)	“ purchases—open market.
	5-340 (b)	“ “ “ (Certified.)
	5-920	Cash book.
	5-922	Bill of lading. (Stub book.)
	5-925	Issue book.
7 1/2	5-927	Sub-voucher book.
	5-929	Record of employés at agencies.
	5-931	Memorandum book, letter size, 352 pages.
	5-932	“ “ cap size, 352 pages.
	5-933	“ “ ledger, cap size, 352 pages, ruled dollars and cents.
	5-942	Sanitary record of sick, etc.
	5-946	Memorandum book, size 4 by 6 1/2 inches, 24 pages.
	5-947	“ “ size 5 by 7 1/2 inches, 24 pages.

NOTE.—Requisitions for blanks must be made IN DUPLICATE on the first of January and first of July of each year for a quantity sufficient to last six months. In specifying the blanks required, the numbers and titles of the blanks as indicated above should be given. When a form cannot be indicated on this requisition by the number and title, a copy (if a blank), or a leaf (if a book), should be forwarded. Agents are directed to use this form in making requisitions, and to ask only for those blanks and books which are actually needed. Articles of stationery MUST NOT be included in requisitions for blank forms.