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OFFICE OF
Indian Affairs
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U. S. Indian Service,

Indian Industrial School
Agency,

Carlisle Barracks, Pa.,

March 22, 1893

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

Special Dupe.

REQUISITION FOR STATIONERY

FOR THE

Fiscal Year ending June 30, 1893

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

To Secty. Uch. 28/93.

10196 b-000

Department of the Interior,

OFFICE OF INDIAN AFFAIRS,

Washington, 189

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

Assistant Commissioner.

Special

TO BE MADE IN DUPLICATE.

(5-279.)

Req. No.

United States Indian Service,

Indian Industrial School Agency,

Carlisle Barracks, Pa.,

March 22, 1893

The Honorable Commissioner of Indian Affairs:

SIR:

I have the honor to request that the following articles of stationery be furnished for use of the ^{Supt.} Indian Agent and his subordinates in this Office during the fiscal year ending June 30, 1893

Very respectfully,

R. H. Pratt
Capt 10th Cav'y, Supt. U. S. Indian Agent.

THIS REQUISITION MUST BE MADE OUT AND FORWARDED IN DUPLICATE.

Item number on Department schedule.	QUANTITY REQUIRED.	DESCRIPTION OF ARTICLES.	QUANTITY ON HAND.	Cost.	
				Dolls.	Cts.
1	reams	Foolscap paper	reams		
2	9 reams	Legal-cap paper ruled 7 pens	1/2 reams		
4	reams	Letter paper, as follows:			
		reams half sheets, printed official heading	reams		
		reams second sheets, not printed	reams		
8	reams	Note paper, printed official heading	reams		
19	quires	Manila wrapping paper, 24 by 36 inches	quires		
21	quires	Blotting paper	quires		
23a	reams	Type-writer paper, letter, as follows:			
		reams, printed official heading	reams		
		reams, not printed	reams		
24a	sheets	Semi-carbon paper	sheets		
36		Envelopes, white, 3 1/8 by 8 1/2, printed official heading			
37		Envelopes, white, 4 1/4 by 10, printed official heading			
47		Envelopes, white, 3 1/2 by 6, printed official heading			
60	gross	Rubber bands, as follows:			
		gross No. 0 1/4; gross No. 00 1/4; gross No. 00 1/2;			
		gross No. 000 1/4; gross No. 000 1/2;	gross		
61	gross	Rubber bands, as follows:			
		gross No. 11; gross No. 16; gross No. 19;			
		gross No. 32;	gross		
63	cakes	Artist's rubber	cakes		
64	cakes	Rubber ink erasers	cakes		
67	cakes	Rubber erasers for type-writers	cakes		
76	37 gross	Steel pens, as follows:			
		1 gross Esterbrook 460s. Engraving #122	1/2 gross		
		12 gross " " Fulcon #048	2 gross		
		12 gross Spencerian School #5	3 gross		
		12 gross Padella alloyed gunk #11	2 "		
77		Rolling pens			

Item number on Department schedule	QUANTITY REQUIRED.	DESCRIPTION OF ARTICLES.	QUANTITY ON HAND.	Cost.	
				Dolls.	Cts.
87		Steel erasers, spear			
88		Shears, as follows:			
		8-inch; 9-inch; 10-inch			
104	dozen	Thumb-tacks	dozen		
130		Inkstands, as follows:			
		2 1/2-inch, fluted; 2 1/2-inch, round			
131		Sponge-cups, glass			
132		Mucilage stands			
140	36 dozen	Black lead pencils, as follows: <i>American Octagon</i>			
		dozen No. 1, or S; dozen No. 2, or S. M.; 36 dozen No. 3, or M.			
		dozen No. 4, or H; dozen No. 5, or V. H.	4 dozen		
142	dozen	Pencils, red, blue, and green, as follows:			
		dozen red; dozen blue; dozen green	dozen		
161	dozen	Pen-holders, assorted	dozen		
171	quarts	Writing fluid	quarts		
172	quarts	Copying ink	quarts		
174	bottles	Crimson ink, 4-ounce	bottles		
180	quarts	Mucilage	quarts		
181	bottles	Mucilage, 8-ounce, with brush	bottles		
202	6	Press copy books, 10 by 12 inches	none		
205		Pen racks			
206		Rulers, rubber, as follows:			
		12-inch; 14-inch; 16-inch; 24-inch			
210		Copying brushes			
211		Bill files, upright			
212		Arm-rests, mahogany			
213		Paper-weights			
214		Hand blotters	dozen		
215	boxes	Eyelets, D. B. (250 to each box)	boxes		
217	spools	Red tape	spools		
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.	papers		
228	2 pounds	Sponge, for sponge-cups	no pounds		
230	pounds	Hemp twine, as follows:			
		pounds large; pounds medium; pounds small	pounds		
233		Paste brushes			
235	4 sheets	Oiled paper for press copying	no sheets		
		*Ribbons for type-writer, as follows:			
		record; copyable			

INK WILL ONLY BE SHIPPED DURING SUMMER MONTHS.

Issued _____, 189____, by _____

Packed _____, 189____, by _____

_____ boxes shipped by mail, _____, 189____; _____ packages by registered mail, namely: Misc. articles, _____; paper, _____; envelopes, _____

_____ sacks.

Shipped _____, 189____. Date of invoice, _____, 189____

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.

* Always specify what kind of machines, as each have a special size ribbon.