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OFFICE OF
Indian Affairs,
Rec'd APR 7
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INDIAN OFFICE,
Incls. No. 2
1893

U. S. Indian Service,

Indian Industrial School
Agency,
at Carlisle Barracks, Pa.

Capt. R. H.

April 1, 1893

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

REQUISITION

FOR

STATIONERY

FOR THE

Fiscal Year ending June 30, 1894

13294-1 m

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,

Indian Industrial School Agency,

Carlisle Barracks, Pa., April 1, 1893.

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, 1894

Very respectfully,

Capt. 10th Cav., Supt. 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	40 reams	Foolscap paper	reams.
2	4 reams	Legal-cap paper	reams.
4	16 reams	Letter paper, as follows:	
		reams half sheets, printed official heading	reams.
	16 reams	second sheets, not printed	reams.
		<i>8 reams fine ruled</i>	
		<i>8 reams coarse ruled</i>	
8	70 reams	Note paper, printed official heading	reams.
19	10 quires	Manila wrapping paper, 24 by 36 inches	reams.
21	10 quires	Blotting paper 19" x 24"	quires.
36	3000	Envelopes, white, 3 1/2 by 8 1/2, printed official heading	
37	1500	Envelopes, white, 4 1/4 by 10, printed official heading	
40	500	Envelopes, manila, 5 1/2 by 11 1/2, printed official heading	
47	70,000	Envelopes, white, 3 1/2 by 6, printed official heading plain	
48		Envelopes, manila, 3 3/8 by 5 7/16, printed official heading	
60	15 gross	Rubber bands, as follows:	
		3 gross No. 01; 3 gross No. 00 1/2; 3 gross No. 00 1/4;	
		3 gross No. 000 1/2; 3 gross No. 000 1/4;	gross.
61	20 gross	Rubber bands, as follows:	
		gross No. 11; 6 gross No. 16; 4 gross No. 19;	
		10 gross No. 32	gross.
62	cakes	Rubber pencil-and-ink erasers	dozen.
63	cakes	Artist's rubber, (lbs.)	cakes.
64	cakes	Rubber ink-erasers (lbs.)	cakes.

Item No. on Department schedule, or bottle,	QUANTITY REQUIRED.	DESCRIPTION OF ARTICLES.	QUANTITY ON HAND.
76	120 gross	Steel pens, as follows: 30 gross Gillott's No. 404 15 gross Spencerian No. 1 30 gross Esterbrooks No. 048 30 gross Perry's No. 2 15 gross Falcon No. 137	gross. gross. gross. gross. gross.
77		Ruling pens	dozen.
79	6 dozen	Swan-quill pens, Gillott's, No. 808	dozen.
81	4 boxes	Quill-pens (25 in each box)	boxes.
87	6	Steel erasers, spear	dozen.
88	12	Shears, as follows: 4 8-inch; 4 9-inch; 4 10-inch	dozen.
104	6 dozen	Thumb-tacks	dozen.
130	12	Inkstands, as follows: 2 2-inch, fluted; 12 2-inch, round	dozen.
131		Sponge-cups, glass	dozen.
132	12	Mucilage stands	dozen.
140	200 dozen	Black lead-pencils, as follows: 10 dozen No. 1, or S.; 80 dozen No. 2, or S. M.; 100 dozen No. 3, or M.; 10 dozen No. 4, or H.; 10 dozen No. 5, or V. H.	dozen.
142	30 dozen	Pencils, red, blue, and green, as follows: 15 dozen red; 10 dozen blue; 5 dozen green	dozen.
161	150 dozen	Pen-holders, assorted	dozen.
171	86 quarts	Writing fluid	dozen.
172	4 quarts	Copying ink	dozen.
173	12 bottles	Carmine ink, 2-ounce	dozen.
174	6 bottles	Crimson ink, 4-ounce	dozen.
180	12 quarts	Mucilage	dozen.
181		Mucilage, 8-ounce, with brush	dozen.
202	8	Press-copy books, 10 by 12 inches	dozen.
205		Pen racks	dozen.
207	72	Rulers, wooden, as follows: 24 15-inch; 48 18-inch	dozen.
210	4	Copying brushes	dozen.
211	6	Bill-files, upright	dozen.
212	2	Arm-rests, mahogany	dozen.
213		Paper-weights	dozen.
215	2 boxes	Eyelets, D. B. (250 to each box)	dozen.
217	3 spools	Red tape	dozen.
223	12 boxes	Paper-fasteners, McGill's (100 to each box)	boxes.
224	1 pounds	Sealing-wax, red, 4-ounce sticks	pounds.
225		Gum Arabic	pounds.
226		Pins, No.	pounds.
227	24 papers	Pins, No.	dozen.
228	6 pounds	Sponge, for sponge-cups. Slates	pounds.
230	15 pounds	Hemp-twine, as follows: 5 pounds large; 5 pounds medium; 5 pounds small	pounds.
233		Paste brushes	dozen.
235	6 sheets	Oiled paper for press-copying	sheets.

INK WILL ONLY BE SHIPPED DURING THE SUMMER MONTHS.

Item No. on Department schedule, or bottle,	QUANTITY REQUIRED.	DESCRIPTION OF ARTICLES.	QUANTITY ON HAND.
	30 Reams	Letter Paper, half sheets for typewriter	
	12 Doz	Black Ink (small bottles)	
	12 "	Tablets, assorted sizes	

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____