

15958

OFFICE OF
Indian Affairs
Rec'd APR 18 1895

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Dup

U. S. Indian Service,

Indian Industrial School, Agency,
Carlisle Barracks, Pa.

189

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

Dups,

REQUISITION FOR STATIONERY

FOR THE

Fiscal Year ending June 30, 1896

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

T. Secretary June 20 1895

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Department of the Interior,

OFFICE OF INDIAN AFFAIRS,

Washington, 189

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

Assistant Commissioner.

United States Indian Service.

Indian Industrial School Agency,

Carlisle Barracks, Pa.

April 12, 189*5*

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 ~~Indian Agent and~~ ^{this} *Schil* subordinates in this Office during the fiscal year ending June 30, 1896.

Very respectfully,

R. H. Ford
 Capt 10th Cavly, Supt. 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	125 ¹⁵ reams	Foolscap paper	reams		
2	reams	Legal-cap paper	reams		
4	16 reams	Letter paper, as follows:			
		6 reams half sheets, printing official heading <i>wide ruled</i>	reams		
		10 reams second sheets, not printed	reams		
8	40 reams	Note paper, printed official heading	reams		
19	quires	Manila wrapping paper, 24 by 36 inches	quires		
21	5 quires	Blotting paper	quires		
23a	12 reams	Type-writer paper, letter, as follows:			
		6 reams, printed official heading <i>Plain 8 x 10 1/2</i>	reams		
		6 reams, not printed <i>Linen</i>	reams		
24a	sheets	Semi-carbon paper	sheets		
36	4000	Envelopes, white, 3 1/2 by 8 1/2, printed official heading <i>1 M. Plain</i>			
37	2000	Envelopes, white, 4 by 10, printed official heading			
47	40000	Envelopes, white, 3 1/2 by 6, printed official heading <i>Plain</i>			
60	gross	Rubber bands, as follows:			
		gross No. 0 1/2; gross No. 00 1/2; gross No. 00 1/2;			
		gross No. 000 1/2; gross No. 000 1/2;	gross		
61	24 gross	Rubber bands, as follows:			
		gross No. 11; 6 gross No. 16; 6 gross No. 19;			
		12 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	60 gross	Steel pens, as follows:			
		20 gross <i>Just No. 1, 5 Gross Stub</i>	gross		
		20 gross <i>Miller Bros. # 444</i>	gross		
		15 gross <i>Spencerian School Pen No. 5</i>	gross		
77		Ruling pens			

INK WILL ONLY BE SHIPPED DURING SUMMER MONTHS.

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	1	Sponge-cups, glass	—	—	—
132	—	Mucilage stands	—	—	—
140	96 dozen	Black lead pencils, as follows: 12 dozen No. 1, or S.; 12 dozen No. 2, or S. M.; 12 dozen No. 3, or M. dozen No. 4, or H.; dozen No. 5, or V. H.	dozen	—	—
142	12 dozen	Pencils, red, blue, and green, as follows: 4 dozen red; 4 dozen blue; 4 dozen green	dozen	—	—
161	dozen	Pen-holders	dozen	—	—
171	40 quarts	Writing fluid	quarts	—	—
172	4 quarts	Copying ink	quarts	—	—
174	12 bottles	Crimson ink, 4-ounce	bottles	—	—
180	12 quarts	Mucilage	quarts	—	—
181	bottles	Mucilage, 8-ounce, with brush	bottles	—	—
202	10	Press copy books, 10 by 12 inches	—	—	—
205	—	Pen racks	—	—	—
206	2	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	3 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. <i>Pyramid No. 4</i>	pounds	—	—
227	24 papers	Pins, No. <i>Pyramid No. 4</i>	papers	—	—
228	6 pounds	Sponge, for sponge-cups	pounds	—	—
230	12 pounds	Hemp twine, as follows: 5 pounds large; 5 pounds medium; pounds small	pounds	—	—
233	—	Paste brushes	—	—	—
235	sheets	Oiled paper for press copying	sheets	—	—
		*Ribbons for type-writer, as follows: record; copyable	—	—	—
		<i>2 Ream Typewriter Paper 8 1/2 x 13 Plain</i>	—	—	—
		<i>4 Ream Typewriter Paper for Pencils adjustable</i>	—	—	—
		<i>4 Doz Envelopes, letter filing, indented 9 x 12</i>	—	—	—
		<i>100 Doz Blk. Lead Pencils Plain Cedar</i>	—	—	—
		<i>12 Doz Tablets Nos. 4066, 4068, 4086x small</i>	—	—	—

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.