

46840 OFFICE OF Indian Affairs Rec'd DEC 14 1896

Supplemental

51-1230
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Department of the Interior,

OFFICE OF INDIAN AFFAIRS,

Washington, 189

Approved and respectfully forwarded to

the Chief Clerk, Department of the Interior.

Assistant Commissioner.

Checked by

Forwarded by mail, 189

No. of packages, No. of bags

U. S. Indian Service,

Indian Industrial School Agency

Carlisle Barracks, Pa.

Dec. 12, 1896

R. H. Pratt, Capt. 10th Cav.

U. S. Indian Agent

Deputy Supt.

REQUISITION

FOR

BLANKS AND BLANK BOOKS

FOR THE

Six months ending *Dec 31, 1896*

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

to Dept. Dec 14, 1896

A. [Signature]

AKB

United States Indian Service,

Indian Industrial School Agency,

Carlisle Pa Dec. 12, 1896

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 Dec. 31, 1896.

Very respectfully,

R. H. Pratt
Capt. 10th Cavalry, *Indian Agent.*

QUANTITY.	Number of blank on catalogue.	TITLE OF BLANK OR BLANK BOOK.
	1-002 (b)	Bond (contractor's).
	1-006 (a)	Oath of disinterestedness.
	1-007	Abstract of proposal.
	1-280	Oath of office.
	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 employees.)
	5-006 (a)	Abstract F to property return. (Expended in service.)
	5-006 (b)	Extra sheet for abstract F.
150	200	5-007 Extra sheets for abstracts A, B, C, D, and E.
	5-010	Abstract of disbursements.
	5-021	Trader's bond.
	5-053	Affidavit to accompany trader's license.
	5-054	Application for renewal of license as Indian trader.
	5-055	Duties of field matron.
	5-074	Application for appointment in schools.
	5-075	Statement to accompany the above.
	5-076	Application for appointment in Indian service.
	5-077	Statement to accompany the above.
	5-080 (a)	Contract for beef.
	5-082	" goods and supplies.
	5-082 (b)	" " " extra sheet.
	5-084	" miscellaneous.
	5-086	" transportation.
	5-092	Estimate for funds.
	5-097 (a)	Estimate for supplies, etc.
	5-097 (b)	Extra sheet for estimate for supplies.
	5-115	Account-current sheet.
	5-119	Bill of lading.
	5-120	Authority to act as agent.

50 by A.

QUANTITY.	Number of blank on catalogue.	TITLE OF BLANK OR BLANK BOOK.
	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.
	5-138	Descriptive statement of pupils transferred.
	5-140	Descriptive statement of Government buildings.
	5-143	Statement of classification of Indian pupils.
	5-155 (a)	Property return.
	5-155 (b)	Extra sheet for property return.
	5-155 (c)	Property return—medical.
	5-160	Ration check.
	5-174	Warrant for sergeant of Indian police.
	5-176	Weigher's certificate.
	5-210	Receipt—beef.
	5-212 (a)	Receipt—supplies—contract (flour and grain)—original.
	5-240	Report of changes in employees—agency.
	5-241	Report of changes in employees—school.
	5-242	Quarterly report of employees—agency.
	5-243	Quarterly report of employees—school.
	5-244	Request for leave of absence—school service.
	5-245	Report of changes in Indian police.
	5-246	Report of special Indian agents—semi-weekly.
	5-248 (a)	Monthly sanitary report.
	5-248 (b)	“ “ “ extra sheet.
	5-249	“ report of Indian schools.
	5-250	Weekly supply report.
	5-251 (a)	Quarterly school report.
	5-251 (b)	Extra sheets for quarterly school reports.
	5-252	Report of irregular employees—monthly.
	5-257	Report of Indian school attendance—semi-monthly.
	5-259	Report of farmer—monthly.
	5-276	Requisition for blanks and blank books. (This form.)
	5-277	“ “ “ “ (Short.)
	5-279	“ stationery—annual.
	5-299	Statement of arrival and departure of pupils.
	5-300	Weekly statement of funds.
	5-301	Monthly “ “
	5-305	Quarterly statement of receipts and disbursements.
	5-307	Statement of 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.
	5-311	“ “ “ “ “ Abstract of issues.
	5-315 (a)	“ “ F, account of sales of public property.
	5-315 (b)	“ “ “ issues to boarding schools.

QUANTITY.	Number of blank on catalogue.	TITLE OF BLANK OR BLANK BOOK.
	5-316	Voucher No. abstract F, property return—quarterly.
	5-317	Abstract F, abstract of issues to boarding schools.
	5-320	Voucher. Advertising.
	5-322 (a)	Annuity pay roll, Form No. 1.
	5-322 (b)	“ “ “ 2.
	5-322 (c)	“ “ “ 3.
	5-330 (a)	Monthly receipt roll. (Regular.)
	5-330 (b)	Pay roll of irregular employees.
	5-334	Transportation—Indian freighters.
	5-335 (a)	Vouchers—miscellaneous—long.
	5-335 (b)	“ “ —extra sheet.
	5-335 (c)	“ “ —short.
	5-335 (d)	“ “ —traveling expenses.
	5-338	“ contract.
	5-340 (a)	“ purchases—open market.
	5-340 (b)	“ “ “ (Certified.)
	5-342	Purchases—open market—from Indians.
	5-920	Cash book.
	5-922	Bill of lading. (Stub book.)
	5-923	Pass to be absent from agency—100 pages.
	5-925	Issue book.
	5-927	Subvoucher book.
	5-929	Record of employees at agency.
	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.
	5-934	House and farm book—bound half Russia, 260 pages.
	5-942	Sanitary record of sick, etc.
	5-946	Memorandum book, size 4 by 6½ inches, 24 pages.
	5-947	“ “ size 5 by 7½ 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 can not be indicated on this requisition by the number and title, a copy (if 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.