

2341

Suppl. Indian Affairs

OFFICE OF
INDIAN AFFAIRS
REC'D JAN 15

1898

87 1/2

U. S. Indian Service,
Indian Industrial School,
CARLISLE, PA *Agency.*

Department of the Interior,

OFFICE OF INDIAN AFFAIRS,

Washington, _____, 189

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

Jan. 14, 1898
P. A. Pratt, Capt. 10th Cav.
U. S. Indian Affairs

Assistant Commissioner.

REQUISITION FOR STATIONERY

FOR THE

Fiscal Year ending June 30, 1898

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

10579 b-1 m

To Dept. }
To Pratt } *Jan. 18/98*

United States Indian Service,

Indian Industrial Schools Agency,

Carlisle Barracks, Pa.

Jan. 14, 1898

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 school* subordinates in this Office during the fiscal year ending June 30, 1898.

Very respectfully,

R. H. Pratt
Capt. 15th Cav. 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	<i>20</i> reams.	Foolscap paper	reams		
2	reams.	Legal-cap paper	reams		
4	reams.	Letter paper, as follows: reams half sheets, printing 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, 3½ by 5½, printed official heading			
37		Envelopes, white, 4½ by 10, printed official heading			
47		Envelopes, white, 5½ by 6, printed official heading			
60	gross.	Rubber bands, as follows: gross No. 01; gross No. 00½; gross No. 00½; gross No. 0001; gross No. 0001;	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		
70	gross.	Steel pens, as follows: gross	gross		
	 gross	gross		
	 gross	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.	
				Dolla.	Cts.
87		Steel erasers, spear			
88		Shears, as follows: 8-inch; 9-inch; 10-inch			
104	10 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	120 dozen	Black lead pencils, as follows: dozen No. 1, or S; 60 dozen No. 2, or S. M.; 60 dozen No. 3, or M dozen No. 4, or H.; dozen No. 5, or V. H.			
142	dozen	Pencils, red, blue, and green, as follows: dozen red; dozen blue; dozen green	dozen		
161	dozen	Pen-holders	dozen		
171	36 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		Press copy books, 10 by 12 inches			
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	pounds	Sponge, for sponge-cups	pounds		
230	pounds	Hemp twine, as follows: pounds large; pounds medium; pounds small	pounds		
233		Paste brushes			
235	sheets	Oiled paper for press copying	sheets		
		*Ribbons for type-writer, as follows: record; copyable			
50		Stenographers' Note Books (Form 1-923)			

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.