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OFFICE OF
Indian Affairs
Rec'd APR 23

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U. S. Indian Service,
Indian Indus. School Agency,
Carlisle Barracks, Pa.
April 22, 1898.
R. W. Pratt, Capt. 10th Coy
D. S. Dept. Capt.

REQUISITION FOR STATIONERY

FOR THE

Fiscal year ending June 30, 189

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

TO DEPT' T JUNE 27 1898

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Grady

Department of the Interior,

OFFICE OF INDIAN AFFAIRS,

Washington, D. C., 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 22nd, 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, 1899

Very respectfully,

R. H. Post
Capt. 10th Calif. Inft. 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.	
				Dollars.	Cents.
1	40 reams	Foolscap paper (15-24, 25-29, 10-34 lines)	reams		
2	reams	Legal-cap paper	reams		
4	15 reams	Letter paper, as follows: 3 reams half sheets, printed official heading <i>wide ruling</i> 2 reams second sheets, not printed " "	reams		
8	50 reams	Note paper, printed official heading <i>plain</i>	reams		
19	40 quires	Manila wrapping paper, 24 by 36 inches	quires		
21	10 quires	Blotting paper	quires		
23a	15 reams	Typewriter paper, letter, as follows: 5 reams, printed official heading reams, not printed	reams		
24a	400 sheets	Semi-carbon paper (300-8" X 10 1/2", 100-8" X 13", black, but quality)	sheets		
3	10,000	Envelopes, white, 3 1/2 by 8 1/2, printed official heading (old item 36)			
1	5,000	Envelopes, white, 4 1/2 by 10 1/2, printed official heading (" 37)			
6	10,000	Envelopes, white, 3 1/2 by 6, printed official heading (" 47)			
60	50,000 gross	Rubber bands, as follows: 5 gross No. 01; 5 gross No. 001; 5 gross No. 001; 5 gross No. 0001; 5 gross No. 0001	gross		
61	30 gross	Rubber bands, as follows: 5 gross No. 11; 10 gross No. 16; 10 gross No. 19; 5 gross No. 32	gross		
63	cakes	Artist's rubber	cakes		
64	cakes	Rubber ink erasers	cakes		
67	12 cakes	Rubber erasers for typewriters <i>Sifons Sise</i>	cakes		
76	4.5 gross	Steel pens, as follows: 15 gross <i>Tadella Alloyed Zink No. 10</i> 30 gross " " " " 11	gross		
77		Ruling pens			

INK WILL BE SHIPPED ONLY DURING SUMMER MONTHS

Items numbered on Department schedule	QUANTITY REQUIRED	DESCRIPTION OF ARTICLES	QUANTITY ON HAND	Cost	
				Dollars	Cents
57		Steel erasers, spear			
8		Shears, as follows: 8-inch; 9-inch; 10-inch			
104	60 dozen	Thumb-tacks	dozen		
130		Inkstands, as follows: 2 1/2-inch, fluted; 2 1/2-inch, round			
131		Sponge cups, glass			
132	6	Mucilage stands (Small)			
140	61 1/4 dozen	Black lead pencils, as follows: 36 dozen No. 1, or S.; 150 dozen No. 2, or S. M.; 44 dozen No. 3, or M; dozen No. 4, or H.; 14 dozen No. 5, or V. H. <i>(Dickens' Round)</i>	dozen		
142	dozen	Pencils, red, blue, and green, as follows: dozen red; dozen blue; dozen green	dozen		
161	7 1/2 dozen	Pen holders <i>48 doz large, 24 doz small</i>	dozen		
171	70	quarts. Writing fluid <i>30 Sanford's, 40 Carters'</i>	quarts		
172	2	quarts. Copying ink <i>Sanford's French</i>	quarts		
174	36	bottles. Mucilage ink, 4-ounce <i>Carman</i>	bottles		
180	6	quarts. Mucilage <i>Black - small bottles</i>	quarts		
181		bottles. Mucilage, 8-ounce, with brush	bottles		
202	10	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			
215	boxes	Eyelets, D. E. (250 to each box)	boxes		
217	4	spools. Red tape	spools		
223	boxes	Paper fasteners, McGill (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	1 1/2	papers. Pins, No <i>Pyramid No. 4</i>	papers		
228	pounds	Sponge, for sponge cups	pounds		
230	6	pounds. Hemp twine, as follows: pounds large; pounds medium; 6 pounds small	pounds		
233		Paste brushes			
235	10	sheets. Oiled paper for press copying	sheets		
1 1/2		Ribbons for typewriter, as follows: record; 1 1/2 copyable <i>Wychloff, Samson</i>			
		<i>Benedict's for Remington Machines</i>			
10 doz		Tablets Nos. 4066, 4068, 4080 & 4086 Acids.			
2 Rem.		Manifolding Paper (1 Rem. 8" X 10 1/2", 1 Rem. 8" X 10", medium weight)			
1 Rem.		" " 8" X 10 1/2", very thin.			

Issued _____, 189____, by _____

Packed _____, 189____, by _____

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

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.