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OFFICE OF
Indian Affairs
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1899

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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.

Filed by

Checked by

Forwarded by mail 189

No. of packages, No. of bags

United States Indian Service,

Indian Industrial School

CARLISLE, PA. Agency

Jan. 3 1899
R. H. Pratt, Maj. 1st. Corps
Dupes Subh

REQUISITION

FOR

BLANKS AND BLANK BOOKS

FOR THE

Six months ending June 30, 1899

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

In Dept. Jan. 6 1899

File Bridge

The books, from

5-947 are needed
now. Please send
them promptly
and oblige

R. H. B.

1/3/99

United States Indian Service,
Indian Industrial School

CARLISLE, PA Agency,

Jan. 3, 1897

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

Very respectfully,

June 30, 1897

R. H. Pratt
Maj. 1st Coy. ^{U. S. Indian Affairs} Supt.

QUANTITY.	No. of blank on catalogue.	TITLE OF BLANK OR BLANK BOOK.
	1-002b	Bond (contractor's).
	1-006a	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.)
	5-006a	Abstract F to property return. (Expended in service.)
	5-006b	Extra sheet for abstract F.
	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.
	5-080	Contract for beef and beef cattle.
	5-080b	" beef.
	5-082	" goods and supplies.
	5-084	" miscellaneous.
	5-086	" transportation.
	5-092	Estimate for funds.
	5-097a	Estimate for supplies, etc.
	5-097b	Extra sheet for estimate for supplies.
	5-115	Account-current sheet.
	5-119	Bill of lading.
	5-120	Authority to act as agent.
	5-130	Certificate to correctness of claim for traveling expenses.
	5-131	" for annuity payments (guardianship).
	5-134	" of inspection--beef cattle.

QUANTITY.	No. of blank on catalogue.	TITLE OF BLANK OR BLANK BOOK.
200	5-135	Certificate of inspection—supplies.
	5-138	Descriptive statement of pupils transferred.
	5-140	Descriptive statement of Government buildings.
	5-143	Statement of classification of Indian pupils.
	5-155a	Property return.
200	5-155b	Extra sheet for property return.
	5-155c	Property return—medical.
	5-160	Ration check.
	5-174	Warrant for sergeant of Indian police.
200	5-176	Weigher's certificate.
	5-196	Application of an Indian for appointment in Indian Service.
	5-210	Receipt—beef.
	5-212a	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	Monthly sanitary report.
	5-250	Weekly supply report.
	5-251a	Quarterly school report.
	5-251b	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.
50	5-300	Weekly statement of funds.
20	5-301	Monthly “ “
	5-303	Statement of pupils recommended for transfer.
	5-305	Quarterly statement of receipts and disbursements.
	5-307	Statement of expenses of schools.
	5-310a	Voucher—abstract D, property return, Form No. 1.
	5-310b	“ “ “ “ “ “ 2.
	5-310c	“ “ “ “ “ “ 3.
	5-310d	“ “ “ “ “ “ 4.
	5-311	“ “ “ “ “ Abstract of issues.
	5-315a	Voucher—abstract F, account of sales of public property.
	5-315b	“ “ “ issues to boarding schools.
	5-316	Voucher No. abstract F, property return—quarterly.
	5-317	Abstract F, abstract of issues to boarding schools.
	5-320	Voucher. Advertising.
	5-322a	Annuity pay roll, Form No. 1.
	5-322b	“ “ “ 2.
	5-322c	“ “ “ 3.

QUANTITY.	No. of blank on catalogue.	TITLE OF BLANK OR BLANK BOOK.
	5-330a	Monthly receipt roll. (Regular.)
	5-330b	Pay roll of irregular employees.
	5-334	Transportation—Indian freighters.
	5-335a	Vouchers—miscellaneous—long.
200	5-335b	“ “ —extra sheet.
300	5-335c	“ “ —short.
	5-335d	“ “ —traveling expenses—disbursing officers.
	5-335e	“ “ “ other than disbursing officers.
	5-338	“ contract.
200	5-340a	“ purchases—open market.
	5-340b	“ “ “ (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	Sub-voucher 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.
	5-534	House and farm book—bound half Russia, 150 pages.
	5-942	Sanitary record of sick, etc.
	5-946	Memorandum book, size 4 by 6½ inches, 24 pages.
50	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.