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

April 14 1900

R. J. Pratt
Major 10th Cavalry, Sup't. S. Indian Agent.

Sup's

REQUISITION FOR STATIONERY

FOR THE

Fiscal year ending June 30, *1901*

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

Orig. to Secy. Apr. 19-00

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[Handwritten initials and signature]
Schrey

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
CARLISLE, PA

Agency,

April 14, 1900

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, 1901.

Very respectfully,

R. H. Pratt

Major 10th Cavalry, 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. | |
|-------------------------------------|--------------------|--|-------------------|----------|--------|
| | | | | Dollars. | Cents. |
| 1 | 40 reams | Foolscap paper, 29 lines | | | |
| 2 | reams | Legal-cup paper | | | |
| 4 | 5 reams | Letter paper, as follows: | | | |
| | | 5 reams half sheets, printed official heading | | | |
| | | reams second sheets, not printed | | | |
| 8 | 5 reams | Note paper, printed official heading | | | |
| 19 | 40 quires | Manila wrapping paper, 24 by 36 inches, plain, best quality | | | |
| 21 | 15 quires | Blotting paper | | | |
| 23a | 40 reams | Typewriter paper, letter, as follows: | | | |
| | | 30 reams, printed official heading | | | |
| | | 10 reams, not printed | | | |
| 24a | 400 sheets | Semi-carbon paper, 8 X 10 1/2, black, best quality | | | |
| 3 | 8000 | Envelopes, white, 3 1/2 by 5 1/2, printed official heading (old item 36) | | | |
| 1 | 2000 | Envelopes, white, 4 1/2 by 10 1/2, printed official heading (" 37) | | | |
| 6 | 15000 30000 | Envelopes, white, 3 1/2 by 6, printed official heading (" 47) | | | |
| 60 | gross | Rubber bands, as follows: | | | |
| | | gross No. 01; gross No. 00 1/2; gross No. 00 1/4; | | | |
| | | gross No. 000 1/2; gross No. 000 1/4 | | | |
| 61 | 15 gross | Rubber bands, as follows: | | | |
| | | 5 gross No. 11; 5 gross No. 16; 2 gross No. 19; | | | |
| | | 5 gross No. 32 | | | |
| 63 | cakes | Artist's rubber | | | |
| 64 | 50 cakes | Rubber ink erasers, Fabers | | | |
| 67 | 24 cakes | Rubber erasers for typewriters Dixon's Best | | | |
| 76 | 65 gross | Steel pens, as follows: | | | |
| | | 20 gross Godeck's Aligned Gink No. 11 | | | |
| | | 20 gross Gillette's Vorticular No. 1045 | | | |
| | | 3 gross Gillette's No. 1 (Stub) | | | |
| | | 2 gross Gillette's No. 130 | | | |
| 77 | | Ruling paper, No. 3, 10 or Fabers (4 white) | | | |

INK WILL BE SHIPPED ONLY DURING SUMMER MONTHS

| Item number on Department schedule | QUANTITY REQUIRED. | DESCRIPTION OF ARTICLES | QUANTITY ON HAND. | COST. | |
|--|-----------------------|--|----------------------|----------|--------|
| | | | | Dollars. | Cents. |
| 87 | 2 | Steel erasers, spear | | | |
| 88 | | Shears, as follows: 8-inch; 9-inch; 10-inch | | | |
| 104 | 50 dozen | Thumb-tacks | dozen | | |
| 130 | 12 | Inkstands, as follows: 2 1/2-inch, fluted; 12 2 1/2-inch, round | | | |
| 131 | | Sponge-cups, glass | | | |
| 132 | 6 | Mucilage stands, <i>small</i> | | | |
| 140 | 480 dozen | Black lead pencils, as follows: 24 dozen No. 1, or S.; 24 dozen No. 2, or S. M.; 360 dozen No. 3, or M; 24 dozen No. 4, or H; 48 dozen No. 5, or V. H. | dozen | | |
| 142 | 48 dozen | Pencils, red, blue, and green, ^{and Yellow} as follows: 12 dozen red; 12 dozen blue; 12 dozen green, ^{12 doz Yellow} | dozen | | |
| 161 | 48 dozen | Pen holders | dozen | | |
| 171 | 70 quarts | Writing fluid, <i>Carters</i> | quarts | | |
| 172 | 2 quarts | Copying ink | quarts | | |
| 174 | 48 bottles | Crimson ink, 4-ounce | bottles | | |
| 180 | 12 quarts | Mucilage | quarts | | |
| 181 | bottles | Mucilage, 8-ounce, with brush | bottles | | |
| 202 | 18 | 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 | 6 | Hand blotters (<i>None but good ones wanted</i>) | | | |
| 215 | boxes | Eyelets, D. B. (250 to each box) | boxes | | |
| 217 | 44 spools | Red tape | spools | | |
| 223 | 15 boxes | Paper fasteners, McGill (100 to each box) (<i>Best sizes, smallest to medium</i>) | boxes | | |
| 224 | pounds | Sealing wax, red, 4-ounce sticks | pounds | | |
| 225 | pounds | Gum Arabic | pounds | | |
| 226 | pounds | Pins, No | pounds | | |
| 227 | 36 papers | Pins, No 4, <i>Pyramid</i> | papers | | |
| 228 | pounds | Sponge, for sponge cups | pounds | | |
| 230 | 20 pounds | Hemp twine, as follows: pounds large; pounds medium; 20 pounds small | pounds | | |
| 233 | | Paste brushes | | | |
| 235 | 30 sheets | Oiled paper for press copying | sheets | | |
| | 24 | *Ribbons for typewriter, as follows: record; 24 copyable (<i>12 for Remington; 12 for Smith Premier</i>) | | | |
| 1-723 | 24 | <i>Stenographers Note Books</i> | | | |
| | 200 | <i>Tables (70-No. 4066, 30-No. 4068, 40-No. 4086, 60-No. 1-5020)</i> | | | |
| 25 A | 3 Reams | <i>Manifolding Paper, medium weight, 8' x 10 1/2</i> | | | |
| 25 B | 2 Reams | <i>" " " " 8' x 12 1/2</i> | | | |

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.

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____