

22733

OFFICE OF
Indian Affairs
Rec MAY 9

1900

966/10

May 8 00

Forwards supplemental requisition for items of stationery required during current fiscal year.

2 inc.

To Seriy. May 14, 1900.

7

[Signature]

[Faint red stamp]

Department of the Interior,

INDIAN SCHOOL SERVICE,

OFFICE OF SUPERINTENDENT,

CARLISLE, PA., May 8, 1900.

To the Honorable,
The Commissioner of Indian Affairs,
Washington, D. C.

Sir:-

I have the honor to forward herewith a supplemental stationery requisition for articles required during the current fiscal year.

Owing to the large increase in the number of pupils during the year our stock of the supplies here asked for has become exhausted. I therefore respectfully request that I may have these articles soon.

Very respectfully,

R. H. Crutt

Major 10th Cav'y., Supt.

per. *A. J. Standing*
Asst. Supt. in charge.

(K)

A. B. B.

22733

Indian Office.

1900

Incl. No. 2

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

May 8, 1900

R. S. Pratt

Major 10th Cavalry, Supt. U. S. Indian Agent.

REQUISITION FOR STATIONERY

FOR THE

Fiscal year ending June 30, 1900.

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

Department of the Interior,

OFFICE OF INDIAN AFFAIRS,

Washington, , 189--

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

Assistant Commissioner.

Supplemental

Req. No.

5-279.

TO BE MADE IN DUPLICATE.

United States Indian Service,
Indian Industrial School,
CARLISLE, PA

Agency,

May 8, 1890

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, 1891/90.

Very respectfully,

R. H. Scott
Major 10th Cavalry, Sept. U. S. Indian Agent.
per A. J. Standing
and Super. in Chg

THIS REQUISITION MUST BE MADE OUT AND FORWARDED IN DUPLICATE.

Item number on Department's schedule.	QUANTITY REQUIRED.	DESCRIPTION OF ARTICLES.	QUANTITY ON HAND.		Cost.	
			Dollars.	Cents.	Dollars.	Cents.
1	reams.	Foolscap paper				
2	reams.	Legal-cap paper				
4	reams.	Letter paper, as follows:				
		reams half sheets, printed official heading				
		reams second sheets, not printed				
8	reams.	Note paper, printed official heading				
19	quires.	Manila wrapping paper, 24 by 36 inches				
21	quires.	Blotting paper				
23a	3 reams.	Typewriter paper, letter, as follows:				
		reams, printed official heading				
		reams, not printed				
24a	sheets.	Semi-carbon paper				
3		Envelopes, white, 3 1/2 by 8 1/2, printed official heading (old item 36)				
1		Envelopes, white, 4 1/2 by 10 1/2, printed official heading (" 37)				
6		Envelopes, white, 3 1/2 by 6, printed official heading (" 47)				
60	gross.	Rubber bands, as follows:				
		gross No. 01; gross No. 001; gross No. 004;				
		gross No. 0001; gross No. 0001				
61	gross.	Rubber bands, as follows:				
		gross No. 11; gross No. 16; gross No. 19;				
		gross No. 32				
63	cakes.	Artist's rubber				
64	cakes.	Rubber ink erasers				
67	cakes.	Rubber erasers for typewriters				
76	gross.	Steel pens, as follows:				
		gross				
		gross				
		gross				
77		Ruling pens.				

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		Steel erasers, spear.			
88		Shears, as follows: 8-inch; 9-inch; 10-inch.			
104	dozen	Thumb-tacks	dozen		
130		Inkstands, as follows: 2½-inch, fluted; 2½-inch, round			
131		Sponge-cups, glass			
132		Mucilage stands			
140	dozen	Black lead pencils, as follows: dozen No. 1, or S.; dozen No. 2, or S. M.; dozen No. 3, or M; dozen No. 4, or H.; dozen No. 5, or V. H.	dozen		
142	dozen	Pencils, red, blue, and green, as follows: dozen red; dozen blue; dozen green.	dozen		
161	dozen	Pen holders	dozen		
171	quarts	Writing fluid	quarts		
172	quarts	Copying ink	quarts		
174	bottles	Crimson ink, 4-ounce	bottles		
180	6 quarts	Mucilage	quarts		
181	bottles	Mucilage, 8-ounce, with brush	bottles		
202	6	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. B. (250 to each box)	boxes		
217	1 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	papers	Pins, No	papers		
228	pounds	Sponge, for sponge cups	pounds		
230	5 pounds	Hemp twine, as follows: pounds large; pounds medium; 5 pounds small.	pounds		
233		Paste brushes			
235	sheets	Oiled paper for press copying	sheets		
		Ribbons for typewriter, as follows: record; copyable			

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,

Sacked 189...; sacks,

Shipped 189... Date of invoice 189...