

Supplemental

5-279.

OFFICE OF
Indian Affairs
Rec APR 23
1901

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Department of the Interior,
UNITED STATES INDIAN SERVICE,
Indian Industrial School, ~~Agency~~
CARLISLE, PA

R. H. Pratt
Lt. Col. 15th Cavalry, Supt.
~~Indian Agent~~

Dups

REQUISITION FOR STATIONERY.

Abstract No.

FOR THE

Fiscal year ending June 30, 190/.

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

First invoice sent 190
Second invoice sent 190
Third invoice sent 190
Fourth invoice sent 190

Orig. to Secy. - Apr. 26, 1901.

Schooling

Department of the Interior,
OFFICE OF INDIAN AFFAIRS,

Washington, D. C., 190

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

Assistant Commissioner.

Supplemental

Req. No.

5-279.
(Revised July 1, 1900.)

Abstract No.

Department of the Interior,

UNITED STATES INDIAN SERVICE,
Indian Industrial School,
CARLISLE, PA

Agency

April 22, 1901

The Commissioner of Indian Affairs.

SIR :

I have the honor to request that the following articles of stationery be furnished for use in this office ^{and school rooms} during the fiscal year ending June 30, 1901.

Number of employees* 84

" " pupils 1000

Very respectfully,

R.H. Gratz
Per *A.J. Standing* *Asst. Supt. in Charge*
Lt. Col. 15th Cavalry, Supt.
U.S. Indian Affairs

THIS REQUISITION MUST BE MADE OUT AND FORWARDED IN DUPLICATE.

NUMBER OF ITEM.	QUANTITY REQUIRED.	DESCRIPTION OF ARTICLES.	QUANTITY ON HAND.	NUMBER OF ITEM.
1	reams	Foolscap paper		1
2	reams	Legal cap paper		2
4a	reams	Letter paper, as follows :		
		reams half sheets, printed official heading		4a
		reams second sheets, not printed		4a
5	reams	Press-copy paper, white		5
8	reams	Note paper, printed official heading		8
17	quires	Manila wrapping paper, 40 by 48 inches		17
19	quires	Manila wrapping paper, 24 by 36 inches		19
21	quires	Blotting paper		21
23	reams	Typewriter paper, heavy ledger, as follows :		
		reams, 8 by 10½ inches		23a
		reams, 8 by 12½ inches		23b
24	sheets	Semicarbon paper		24
25	reams	Typewriter paper, thin linen, as follows :		
		reams, 8 by 10½ inches		25a
		reams, 8 by 12½ inches		25b
31	rolls	Toilet paper		31
60a	gross	Rubber bands, No. 0}		60a
60b	gross	" " No. 00}		60b
60c	gross	" " No. 00½}		60c
60d	gross	" " No. 000}		60d
60e	gross	" " No. 000½}		60e
61a	gross	" " No. 11		61a
61b	gross	" " No. 16		61b
61c	gross	" " No. 19		61c
61d	gross	" " No. 32		61d
62	cakes	Rubber pencil-and-ink erasers		62
63	cakes	Artist's rubber (lbs)		63
64	cakes	Rubber ink emsers		64
67	cakes	Rubber erasers for typewriters		67

* Number of employees must be stated on lines indicated above. If the supplies are for a school the number of employees and number of pupils must be stated.

NUMBER OF ITEM.	QUANTITY REQUIRED.	DESCRIPTION OF ARTICLES.	QUANTITY ON HAND.	NUMBER OF ITEM.
76	gross	Steel pens		76
76	gross			76
76	gross			76
76	gross			76
76	gross			76
76	gross			76
76	gross			76
76	gross			76
77		Ruling pens		77
87		Steel erasers, spear		87
88c		Shears, 8-inch		88c
104	dozen	Thumb tacks		104
110	yards	Tracing cloth, 36-inch		110
130d		Inkstands, 2½-inch, fluted		130d
130f		Inkstands, 2½-inch, round		130f
131		Sponge cups, glass		131
132		Mucilage stands		132
140a	dozen	Black lead pencils, round, Nos. 1, 2, 3, 4, 5		140a
140b		Black lead pencils, hexagon, Nos. 1, 2, 3, 4, 5		140b
142	dozen	Pencils, red, blue, and green		142
142				142
160	dozen	Penholders, wooden, with hard-rubber tips		160
161	dozen	Penholders, wooden		161
162	dozen	Penholders, hard rubber		162
171	24 quarts	Writing fluid, <i>Waters (Speeded at once)</i>	1 quart	171
172	quarts	Copying ink		172
173	bottles	Carmine ink, 2-ounce		173
174	bottles	Crimson ink, 4-ounce		174
177	bottles	Stamping ink		177
180	quarts	Mucilage		180
181	bottles	Mucilage, 8-ounce, with brush		181
202		Press copy books, 10 by 12 inches		202
205		Pen racks		205
206		Rulers, rubber		206
207a		Rulers, wooden, 15-inch		207a
207b		Rulers, wooden, 18-inch		207b
209		Water bowls, for use in press copying		209
210		Copying brushes		210
212		Arm rests, mahogany		212
213		Paper weights		213
214		Hand blotters		214
215	boxes	Eyelets, D. E. (250 to each box)		215
217	spools	Red tape		217
222*	dozen	Stamping ribbon		222
223	boxes	Paper fasteners, similar to McGill's (100 in each box)		223
224	pounds	Sealing wax, red, 4-ounce sticks		224
226	pounds	Pins, No		226
227	papers	Pins, No.		227
228		Sponge, for sponge cups		228
230	pounds	Hemp twine, small		230
230	pounds	Hemp twine, medium or large		230

INK WILL BE FURNISHED ONLY DURING THE SUMMER MONTHS.

* Width of stamping ribbon should be specified.

NUMBER OF ITEM.	QUANTITY REQUIRED.	DESCRIPTION OF ARTICLES.	QUANTITY ON HAND.	NUMBER OF ITEM.
231		Table baskets		231
232		Waste baskets		232
233		Paste brushes		233
235	sheets	Oiled paper for press copying		235
236	dozen	Ribbons for typewriter		236
237	dozen	Ribbons for Hammond typewriter, 18 yards		237
238	dozen	Scratch books		238
240	dozen	Rulers, all wood, 12-inch		240
267	sheets	Drawing paper, 8½ by 11 inches		267
301		Envelopes, white, 4½ by 10½, printed		301
303		Envelopes, white, 3½ by 8½, printed		303
305		Envelopes, white, 3½ by 6, printed		305

INSTRUCTIONS FOR MAKING REQUISITIONS.

NOTE No. 1. Officers are requested to confine their requisitions to the articles of stationery which are included in the Department schedule and which are purchased under contract, as other similar articles, which would necessarily have to be purchased in open market at much higher prices, will not be supplied, except in cases of absolute necessity.

NOTE No. 2. Requisition should be made out for a supply of stationery sufficient to last at least six months.

NOTE No. 3. Requisitions requiring printed paper and envelopes should be forwarded at least two months before the commencement of the period for which the supplied are wanted, in order to give ample time for the printing.

NOTE No. 4. Steel pens may be selected from the following varieties: Gillott's, No. 170, 293, 353, 303, 604, and 404; Esterbrook's, Nos. 9, 11, 14, 79, 048, 97, 122, 130, and 314 (stub); Spencerian, Nos. 1, 2, and 3; Miller Brothers, Nos. 15, 18, 87, 130, 333, 444, 506, 4 (stub), 1, 15, T. P., 23, 77, 101, 102; Dreka's, Nos. 2 and 3 (stub); Eagle, Nos. 10, 110, 120, 130, 170, and 190.

Requisitions for printing envelopes No. _____ Requisition for printing paper No. _____

SHIPPED AS FOLLOWS:

_____ boxes by _____, weight _____, T. R. No. _____, packed by _____

_____ boxes by _____, weight _____, T. R. No. _____, packed by _____

_____ boxes by _____, weight _____, T. R. No. _____, packed by _____

_____ boxes by _____, containing _____, packed by _____

_____ boxes by _____, containing _____, packed by _____

_____ sacks of _____ pkgs. by _____, containing _____, packed by _____

_____ sacks of _____ pkgs. by _____, containing _____, packed by _____

_____ sacks of _____ pkgs. by _____, containing _____, packed by _____

_____ packages by _____, weight _____, T. R. No. _____, packed by _____

_____ packages by _____, containing _____, packed by _____

DATE OF INVOICE: _____