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OFFICE OF
Indian Affairs
Rec. A#R-101

1903

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Department of the Interior,
UNITED STATES INDIAN SERVICE,

Indian Industrial School Agency,
CARLISLE, PA

R. L. Pratt
Col. & Supt. U.S. Indian Agent.

REQUISITION FOR STATIONERY.

Abstract No.

FOR THE

Fiscal year ending June 30, 1904
To Secy. May 15, 1903.

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

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Schover

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.

Req. No. _____

Abstract No. _____

Department of the Interior,

UNITED STATES INDIAN SERVICE.

Indian Industrial School _____

Agency, _____

Carlisle, Pa. _____

April, 10, 1903., ~~190~~

The Commissioner of Indian Affairs.

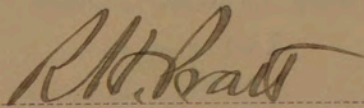
SIR :

I have the honor to request that the following articles of stationery be furnished for use in this office, ^{and school} during the ~~six months ending~~ fiscal year ending ^{June 30} 1904.

Number of employees* 82

" " Pupils 1000

Very respectfully,



Col. & Supt.

U. S. Indian Agent.

THIS REQUISITION MUST BE MADE OUT AND FORWARDED IN DUPLICATE.

| NUMBER OF ITEM. | QUANTITY REQUIRED. | DESCRIPTION OF ARTICLES. | QUANTITY ON HAND. |
|-----------------|--------------------|--|-------------------|
| | | | Dec. 31, 1902. |
| 1 | 25 reams | Foolscap paper 20-29 lines, 5--34 lines | 44 reams. |
| 2 | 2 reams | Legal cap paper 29 lines | 3 reams. |
| 4 | 5 reams | Letter paper, as follows : | |
| | | 5 reams half sheets, printed official heading | 14 reams. |
| | | reams second sheets, not printed | reams. |
| 5 | reams | Press-copy paper, white | reams. |
| 8 | 60 reams | Note paper, printed official heading plain | 69 reams. |
| 17 | 20 quires | Manila wrapping paper, 40 by 48 inches | 6 quires. |
| 19 | 20 quires | Manila wrapping paper, 24 by 36 inches | 33 quires. |
| 21 | 10 quires | Blotting paper, blue | 29 quires. |
| 23 | 45 reams | Typewriter paper, heavy ledger, as follows : | |
| | | 15 --plain | } 28 reams. |
| | | 35 reams, 8 by 10 1/2 inches. 20 Printed Official heading. | |
| | | 10 reams, 8 by 12 1/2 inches plain | |
| 24 | sheets | Semicarbon paper | sheets. |
| 25 | 17 reams | Typewriter paper, thin linen, as follows : | |
| | | 7 reams, 8 by 10 1/2 inches 5 medium, 2 very thin | } 10 reams. |
| | | 10 reams, 8 by 12 1/2 inches 9 medium, 1 very thin | |
| 31 | rolls | Toilet paper | rolls. |
| 60 | 5 gross | Rubber bands, as follows : | |
| | | gross No. 0 1/4 ; 2 gross No. 0 1/8 ; 3 gross No. 0 1/16 | } 32 gross. |
| 61 | 30 gross | Rubber bands, as follows : | |
| | | 10 gross No. 11 ; 10 gross No. 16 ; gross No. 19 ; | |
| | | 10 gross No. 32 | gross. |
| 62 | 36 cakes | Rubber pencil-and-ink erasers | 9 dozen. |
| 63 | cakes | Artist's rubber (2 lbs) | cakes. |
| 64 | 60 cakes | Rubber ink-erasers (lbs) | cakes. |
| 76 | 85 gross | Steel pens, as follows : | |
| | | (10 No.11) | } 55 gross. |
| | | 20 gross Tadmella Alloyed Zink(10 No.10,) | |
| | | 50 gross Eagle Pencil Co. Vertical No.5 | |
| | | 10 gross Eagle No.E.10 | |
| | | 1 gross Esterbrook No.312 | |
| | | 1 gross " Relief | |
| | | 3 gross Miller Bros.No.4 (Stub) | |

* 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. |
|-----------------|--------------------|---|-------------------|
| | | | Dec. 31, 1902. |
| 77 | | Ruling pens | dozen. |
| 87 | | Steel erasers, spear | dozen. |
| 88 | | Shears, as follows: | |
| | | 8-inch; | dozen. |
| | | 9-inch; | dozen. |
| 104 | 30 | Thumb tacks | 41 |
| 110 | | Tracing cloth, 36-inch | yards. |
| 130 | 36 | Inkstands, as follows: | |
| | | 2 1/2-inch, fluted; | 36 |
| | | 2 1/2-inch, round | 1-3/4 |
| 131 | 6 | Sponge cups, glass | 1-1/4 |
| 132 | 6 | Mucilage stands | 1-5/12 |
| 140 | 408 | Black lead pencils, as follows: | |
| | | 144 dozen No. 1 or S.; | 144 |
| | | dozen No. 2 or S. M.; | 120 |
| | | dozen No. 3 or M.; | |
| | | dozen No. 4 or H.; | |
| | | dozen No. 5 or V. H. | 708 |
| 142 | 12 | Pencils, red, blue, and green, as follows: | |
| | | dozen red; | 12 |
| | | dozen blue; | |
| | | dozen green | 59 |
| 160 | 1 | Penholders, wooden, with hard-rubber tips | dozen. |
| 161 | 72 | Penholders, wooden | 129 |
| 171 | 60 | Writing fluid, Carters' | 8-5/4 |
| 172 | 1 | Copying ink | 1/6 |
| 173 | | Carmin ink, 2-ounce | dozen. |
| 174 | 12 | Crimson ink, 4-ounce | 4-7/12 |
| 177 | | Stamping ink | dozen. |
| 180 | | Mucilage | 1-1/2 |
| 181 | 6 | Mucilage, 8-ounce, with brush | 3 |
| 202 | 12 | Press copy books, 10 by 12 inches | 13 |
| 205 | | Pen racks | dozen. |
| 206 | | Rulers, rubber | dozen. |
| 207 | | Rulers, wooden, as follows: | |
| | | 15-inch | dozen. |
| 209 | | Water bowls, for use in press copying | dozen. |
| 210 | | Copying brushes | dozen. |
| 212 | | Arm-rests, mahogany | dozen. |
| 213 | | Paper weights | dozen. |
| 214 | | Hand blotters | dozen. |
| 215 | | Eyelets, D. B. (250 to each box) | dozen. |
| 217 | 4 | Red tape | 1/6 |
| 222 | | Stamping ribbon | dozen. |
| 223 | 20 | Paper fasteners, similar to McGill's (100 in each box) | 18 |
| 224 | | Sealing wax, red, 4-ounce sticks | pounds. |
| 226 | | Pins, No. 4 | pounds. |
| 227 | 24 | Pins, No. 4 Pyramid | 28 |
| 228 | | Sponge, for sponge cups | pounds. |
| 230 | 35 | Hemp twine, as follows: | |
| | | 25 pounds small; | 10 |
| | | 10 pounds medium | 11 |
| 231 | | Table baskets | dozen. |
| 232 | | Waste baskets | dozen. |
| 233 | | Paste brushes | dozen. |
| 235 | 100 | Oiled paper for press copying | 70 |
| 236 | 1 | Ribbons for Smith Premier typewriter, 9 yards | 3-2/3 |
| 237 | 1/3 | Ribbons for Hammond typewriter, 18 yards "Hektograph," Duplicator | dozen. |
| 238 | 12 | Scratch books (5 Doz. 1-502B, 5 Doz. 1-502C, 2 Doz. 1-503) | 15-1/3 |

*Specify width of stamping ribbon required.

| NUMBER OF ITEM. | QUANTITY REQUIRED. | DESCRIPTION OF ARTICLES. | QUANTITY ON HAND. |
|-----------------|--------------------|---|-------------------|
| | | | Dec. 31, 1902. |
| 240 | dozen | Rulers, all wood, 12-inch | dozen. |
| 301 | 6000 | Envelopes, white, 4 1/2 by 10 1/2, printed official heading | |
| | 500 | " " " " plain | |
| 303 | 20000 | Envelopes, white, 3 1/2 by 8 1/2, printed official heading | |
| | 1000 | " " " " plain | |
| 305 | 40000 | Envelopes, white, 3 1/2 by 6, printed official heading | 102300 |
| | 60000 | " " " " plain | |
| 1-923 | 24 | Stenographer's Note Books | 48 |
| | | 36 cakes Erasers, Typewriter (Dixon's Disc) | 90 |
| | 2 Doz. | Black lead pencils, 482 E. Faber "Mongol" (1 No. 2, 1 No. 3)--- | |
| | 2 | Self Inking Stamp Pads, "3 x 6", "Excelsior." | |

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. Requisitions 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 supplies are wanted, in order to give ample time for the printing.

NOTE No. 4. Steel pens may be selected from the following variety: Gillott's, Nos. 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.

Requisition 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: _____