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OFFICE OF  
Indian Affairs  
Rec. APH 274

1904

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Department of the Interior,

UNITED STATES INDIAN SERVICE,

Indian Industrial School,

~~Agency,~~  
CARLISLE, PA.

R. H. Pratt Col. & Supt.

REQUISITION FOR STATIONERY.

Abstract No. \_\_\_\_\_

FOR THE

~~fiscal year ending June 30, 1905~~

~~to July 19, 1904~~

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~~

153361-2500-3-1900

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.

Schuy

Req. No.

(Revised July 1, 1899.)

Abstract No.

# Department of the Interior,

UNITED STATES INDIAN SERVICE  
 Indian Industrial School,  
 CARLISLE, PA

*Agency*

April 6, 1901

The Commissioner of Indian Affairs.

SIR :

I have the honor to request that the following articles of stationary be furnished for use in this office, during the <sup>and school fiscal year</sup> ~~six months~~ ending June 30, 1905

Number of employees\* 83

" " pupils, 1000 Very respectfully,

*R.H. Pratt*

Col. & Supt. *U.S. Indian Agent*

THIS REQUISITION MUST BE MADE OUT AND FORWARDED IN DUPLICATE.

NUMBER OF ITEMS.	QUANTITY REQUIRED.	DESCRIPTION OF ARTICLES.	QUANTITY ON HAND.
1	<u>25</u> reams.	Foolscap paper <u>20-29 lines</u> ; <u>5-34 lines</u>	<u>Dec 31 1903</u> 42 reams.
2	<u>1</u> reams.	Legal cap paper <u>29 lines</u>	4 1/2 reams.
4	<u>3</u> reams.	Letter paper, as follows: <u>3</u> reams half sheets, printed official heading reams second sheets, not printed	} 11 reams.
5	<u>1</u> reams.	Press-copy paper, white	reams.
8	<u>5</u> reams.	Note paper, printed official heading	} 59 reams.
17	<u>60</u> quires.	Manila wrapping paper, 40 by 48 inches	
19	<u>50</u> quires.	Manila wrapping paper, 24 by 36 inches	} 19 quires.
21	<u>15</u> quires.	Blotting paper <u>blue</u>	13 quires.
23	<u>25</u> reams.	Typewriter paper, heavy ledger, as follows: <u>15</u> reams, 8 by 10 1/2 inches <u>official heading, without flour date</u> <u>15</u> " " " " <u>plain</u> <u>5</u> reams, 8 by 12 1/2 inches	} 42 reams.
24	<u>100</u> sheets.	Semiarbon paper	325 sheets.
25	<u>10</u> reams.	Typewriter paper, thin linen, as follows: <u>5</u> reams, 8 by 10 1/2 inches <u>official heading, without flour and date</u> <u>5</u> " " " " <u>plain</u> reams, 8 by 12 1/2 inches	} 14 reams.
31	rolls.	Toilet paper	rolls.
60	<u>10</u> gross.	Rubber bands, as follows: <u>2</u> gross No. 01; <u>3</u> gross No. 001; <u>5</u> gross No. 0001	gross.
61	<u>25</u> gross.	Rubber bands, as follows: <u>15</u> gross No. 11; <u>5</u> gross No. 10; <u>2</u> gross No. 19; <u>3</u> gross No. 32	} 26 gross.
62	<u>36</u> cakes.	Rubber pencil-and-ink erasers	5 1/2 dozen.
63	cakes.	Artist's rubber ( <u>5</u> lbs) <u>small cakes</u>	2 1/2 cakes.
64	cakes.	Rubber ink-erasers ( <u>    </u> lbs)	21 cakes.
70	<u>42</u> gross.	Steel pens, as follows: <u>5</u> gross <u>Eagle Penit Co. Vertical (40 #5; 10 #2)</u> <u>10</u> gross " " " " <u>#10</u> <u>20</u> gross <u>Sadella's Alloyed Ink (10 #10; 10 #11)</u> <u>5</u> gross <u>Spencerian #1</u> <u>5</u> gross <u>Westerbrook (3 #312; 2 #311)</u> <u>2</u> gross <u>Sheela #3</u>	} 75 gross.

\* 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.

INK WILL BE FURNISHED ONLY DURING THE SUMMER MONTHS.

NUMBER OF ITEM.	QUANTITY REQUIRED.	DESCRIPTION OF ARTICLES.	QUANTITY ON HAND.
			<i>Dec 31, 1903</i>
77		Ruling pens	dozen.
81		Steel erasers, spear	$\frac{1}{12}$ dozen.
88		Shears, as follows:	
		8-inch;	$\frac{1}{4}$ dozen.
		9-inch;	$\frac{1}{4}$ dozen.
104	<i>30</i> dozen	Thumb tacks	<i>19</i> dozen.
110	yards	Tracing cloth, 36-inch	yards.
130		Inkstands, as follows:	
		2 $\frac{1}{2}$ -inch, fluted;	$\frac{1}{16}$ dozen.
		3 $\frac{1}{2}$ -inch, round	$\frac{1}{16}$ dozen.
131		Sponge cups, glass	$\frac{1}{2}$ dozen.
132		Mucilage stands	$\frac{1}{2}$ dozen.
140	<i>168</i> dozen	Black lead pencils, as follows:	
		<i>24</i> dozen No. 1 or S.;	dozen No. 2 or S. M.; <i>144</i> dozen No. 3 or M.;
		dozen No. 4 or H.;	dozen No. 5 or V. H.
			<i>782</i> dozen.
142	dozen	Pencils, red, blue, and green, as follows:	
		dozen red;	dozen blue;
		dozen green	<i>68</i> dozen.
160	<i>1</i> dozen	Penholders, wooden, with hard-rubber tips	<i>1</i> dozen.
161	dozen	Penholders, wooden	<i>128</i> dozen.
171	<i>60</i> quarts	Writing fluid, <i>patent spout</i>	<i>73</i> dozen.
172	<i>1</i> quarts	Copying ink	$\frac{1}{16}$ dozen.
173	bottles	Carmine ink, 2-ounce	dozen.
174	bottles	Crimson ink, 4-ounce	$\frac{4}{12}$ dozen.
177	bottles	Stamping ink	$\frac{1}{12}$ dozen.
180	<i>12</i> quarts	Mucilage	$\frac{1}{12}$ dozen.
181	bottles	Mucilage, 8-ounce, with brush	<i>8</i> bottles.
202	<i>12</i>	Press copy books, 10 by 12 inches	$\frac{1}{12}$ dozen.
205		Pen racks	$\frac{1}{12}$ dozen.
206		Rulers, rubber	dozen.
207		Rulers, wooden, as follows:	
		15-inch	<i>15</i> dozen.
209		Water bowls, for use in press copying	dozen.
210		Copying brushes	$\frac{1}{12}$ dozen.
212		Arm-rests, mahogany	$\frac{1}{12}$ dozen.
213		Paper weights	$\frac{1}{16}$ dozen.
214		Hand blotters	$\frac{1}{12}$ dozen.
215	boxes	Eyelets, D. E. (250 to each box)	$\frac{1}{12}$ dozen.
217	<i>1</i> spools	Red tape	$\frac{1}{15}$ dozen.
222	dozen	Stamping ribbon	dozen.
223	<i>15</i> boxes	Paper fasteners, similar to McGill's (100 in each box) <i>(10*1, 5*2)</i>	<i>27</i> boxes.
224	pounds	Sealing wax, red, 4-ounce sticks	<i>1</i> pounds.
226	pounds	Pins, No.	pounds.
227	<i>34</i> papers	Pins, No. <i>4 Pyramid</i>	$\frac{2}{12}$ dozen.
228	<i>3 1/2</i>	Sponge, for sponge cups	pounds.
230	<i>25</i> pounds	Hemp twine, as follows:	
		<i>20</i> pounds small;	<i>5</i> pounds medium
			<i>19</i> pounds.
231		Table baskets	$\frac{1}{12}$ dozen.
232		Waste baskets	dozen.
233		Paste brushes	dozen.
235	sheets	Oiled paper for press copying	<i>100</i> sheets.
236	<i>1</i> dozen	Ribbons for <i>Smith Premier</i> typewriter, 9 yards	$\frac{3}{12}$ dozen.
237	dozen	Ribbons for <i>Hatmond</i> typewriter, 18 yards	dozen.
238	<i>60</i> dozen	Scratch books <i>20 Aug 1-522 B, 30 Aug 1-512 C, 10 Aug 1-523</i>	<i>26</i> dozen.

\* Specify width of stamping ribbon required.

NUMBER OF ITEM.	QUANTITY REQUIRED.	DESCRIPTION OF ARTICLES.	QUANTITY ON HAND.
			<i>Dec 31, 1903</i>
240	<i>6</i> dozen	Rulers, all wood, 12-inch, <i>Fabre #110, good</i>	dozen.
301	<i>2000</i>	Envelopes, white, 4 $\frac{1}{2}$ by 10 $\frac{1}{2}$ , printed official heading	
303	<i>10000</i>	Envelopes, white, 3 $\frac{1}{2}$ by 8 $\frac{1}{2}$ , printed official heading	} <i>11433 1/3</i>
305	<i>5000</i>	Envelopes, white, 3 $\frac{1}{2}$ by 6, printed official heading	
	<i>60000</i>	Envelopes, white, 3 $\frac{1}{2}$ by 6, printed official heading	
		<i>10 Reams</i> Manifold Paper, very thin, linen, 8 by 10 $\frac{1}{2}$ inches	} <i>1</i>
		<i>10</i> " " " " " " " " 8 by 12 $\frac{1}{2}$ "	
	<i>24</i> Bits	Library Paste	<i>36</i>
	<i>3</i> Doz	Black Lead Pencils with rubber tips (2" 2; 1" 3)	
	<i>1</i> Gro	Two Pink Protectors and Penal Lengtheners	
		<i>To be shipped by freight to Gettysburg Junction, Pa., via Potomac R.R. and Cumberland Valley R.R.</i>	

## 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, 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: \_\_\_\_\_