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OFFICE OF
India Affairs
Rec. JUL 22

1904

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Department of the Interior,

OFFICE OF INDIAN AFFAIRS,

Washington, 190

Approved and respectfully forwarded to
the Chief Clerk, Department of the Interior.

Assistant Commissioner.

Filed by

Checked by

Forwarded by mail, 190

No. of packages, No. of bags

Department of the Interior,

UNITED STATES INDIAN SERVICE,

Indian Industrial School, ^{Agency,}
CARLISLE, PA

July 21, 1904
Edgar A. Allen
~~Acting Supt.~~
~~U. S. Indian Agent.~~

REQUISITION

FOR

BLANKS AND BLANK BOOKS

FOR THE

Six months ending Dec. 31, 1904

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

To Dep't July 25, 1904
[Signature]

Department of the Interior,

UNITED STATES INDIAN SERVICE,

Indian Industrial School,

CARLISLE, PA

Agency,

July 21, 1904

Hon. Commissioner of Indian Affairs.

SIR: I have the honor to request that the following blanks be furnished for use of this ^{School} Agency during the six months ending Dec 31, 1904

Very respectfully,

Edmund Ballou
Acting Supt. Indian Agent.

QUANTITY.	No. of blank on catalogue.	TITLE OF BLANK OR BLANK BOOK.
	1-002b	Bond (contractor's).
	1-006a	Oath of disinterestedness.
	1-007	Abstract of proposal.
	1-280	Oath of office.
	1-325	Voucher—Advertising.
20	5-001	Abstract A to property return. (Articles purchased.)
20	5-002	Abstract B to property return. (Received from contractors.)
	5-003	Abstract C to property return. (Received from other sources.)
20	5-004	Abstract D to property return. (Articles issued to Indians.)
10	5-005	Abstract E to property return. (Sold to employees.)
	5-006a	Abstract F to property return. (Expended in service.)
	5-006b	Extra sheets for abstract F.
	5-007	Extra sheets for abstracts A, B, C, D, and E.
	5-010	Abstract of disbursements.
	5-021	Trader's bond.
	5-053	Affidavit to accompany trader's license.
	5-054	Application for renewal of license as Indian trader.
	5-055	Duties of field matron.
	5-080	Contract for beef and beef cattle.
	5-081	Contract without penalty.
	5-082a	Contract for goods and supplies.
	5-082b	Contract for goods and supplies—extra sheet.
	5-083	Contract for buildings.
	5-084	Contract for miscellaneous.
	5-086a	Contract for transportation.
	5-087	Abstract of proposals.
20	5-092	Estimate for funds.
	5-097a	Estimate for supplies, etc.
	5-097b	Extra sheet for estimate for supplies.
20	5-115	Account-current sheet.
	5-118	Affidavit relative to advertising.
	5-119	Bill of lading.
	5-120	Authority to act as agent.

QUANTITY.	No. of blank on catalogue.	TITLE OF BLANK OR BLANK BOOK.
	5-130	Certificate to correctness of claim for traveling expenses.
	5-131	Certificate for annuity payments (guardianship).
	5-134	Certificate of inspection—beef cattle.
	5-135	Certificate of inspection—supplies.
20	5-138	Descriptive statement of pupils transferred.
	5-140	Descriptive statement of Government buildings.
	5-155a	Property return.
	5-155b	Extra sheet for property return.
	5-155c	Property return—medical.
	5-160	Ration check.
400	5-174	Warrant for sergeant of Indian police.
	5-176	Weigher's certificate.
	5-196	Application of an Indian for appointment in Indian Service.
	5-210	Receipt—beef.
	5-212a	Receipt—supplies—contract (flour and grain)—original.
	5-240	Report of changes in employees—agency.
	5-241	Report of changes in employees—school.
	5-242	Quarterly report of employees—agency.
200	5-243	Quarterly report of employees—school.
	5-244	Request for leave of absence—school service.
	5-245	Report of changes in Indian police.
200	5-246	Report of special Indian agents—semiweekly.
	5-247	Report of leave of absence taken.
	5-248a	Monthly sanitary report.
	5-248b	Monthly sanitary report—extra sheet.
	5-249	School—monthly report.
	5-250	Weekly supply report.
	5-251a	Quarterly school report.
	5-251b	Extra sheets for quarterly school reports.
	5-252	Report of irregular employees—monthly.
	5-253	Efficiency report of employees—semiannual.
	5-257	Report of Indian school attendance—semimonthly.
	5-259	Report of farmer—monthly.
20	5-276	Requisition for blanks and blank books. (This form.)
	5-277	Requisition for blanks and blank books. (Short.)
	5-278b	Requisition for stationery. (Short.)
10	5-279	Requisition for stationery—annual.
	5-299	Statement of arrival and departure of pupils.
	5-300	Weekly statement of funds.
	5-301	Monthly statement of funds.
100	5-305	Quarterly statement of receipts and disbursements.
	5-307	Statement of expenses of schools.
	5-310a	Voucher—abstract D, property return, Form No. 1.
	5-310b	Voucher—abstract D, property return, Form No. 2.
	5-310c	Voucher—abstract D, property return, Form No. 3.
	5-310d	Voucher—abstract D, property return, Form No. 4.
	5-311	Voucher—abstract D, property return. Abstract of issues.
	5-315a	Voucher—abstract F, account of sales of public property.
	5-315b	Voucher—abstract F, issues to boarding schools.

QUANTITY.	No. of blank on catalogue.	TITLE OF BLANK OR BLANK BOOK.
	5-316	Voucher No. abstract F, property return—quarterly.
	5-317	Abstract F, abstract of issues to boarding schools.
	5-322a	Annuity pay roll, Form No. 1.
	5-322b	Annuity pay roll, Form No. 2.
	5-322c	Annuity pay roll, Form No. 3.
	5-330a	Monthly receipt roll. (Regular.)
	5-330b	Pay roll of irregular employees.
	5-334	Transportation—Indian freighters.
	5-335a	Vouchers—miscellaneous—long.
	5-335b	Vouchers—miscellaneous—extra sheet.
	5-335c	Vouchers—miscellaneous—short.
200	5-335d	Vouchers—miscellaneous—traveling expenses—disbursing officers.
50	5-335e	Vouchers—miscellaneous—traveling expenses—other than disbursing officers.
50	5-338	Vouchers—contract.
50	5-340a	Vouchers—purchases—open market.
200	5-340b	Vouchers—purchases—open market. (Certified.)
400	5-342	Purchases—open market—from Indians.
	5-920	Cash book.
	5-923	Bill of lading. (Stub book.)
	5-923	Pass to be absent from agency—100 pages.
	5-925	Issue book.
3	5-927	Subvoucher book.
	5-929	Record of employees at agency.
2	5-931	Memorandum book, letter size, 352 pages.
2	5-932	Memorandum book, cap size, 352 pages.
5	5-933	Memorandum book, ledger, cap size, 352 pages, ruled dollars and cents.
	5-934	House and farm book—bound half Russia, 150 pages.
	5-942	Sanitary record of sick, etc.
4	5-946	Memorandum book, size 4 by 6½ inches, 24 pages.
4	5-947	Memorandum book, size 5 by 7½ inches, 24 pages.

NOTE.—Requisitions for blanks must be made IN DUPLICATE, on the first of January and first of July of each year, for a quantity sufficient to last six months. In specifying the blanks required, the numbers and titles of the blanks as indicated above should be given. When a form can not be indicated on this requisition by the number and title, a copy (if blank), or a leaf (if a book) should be forwarded. Agents are directed to use this form in making requisitions, and to ask only for those blanks and books which are actually needed. *Articles of stationery MUST NOT be included in requisitions for blanks and blank books.*