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OFFICE OF  
Indian Affairs  
Rec. FEB 27

1905

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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,

CARLISLE, PA.

Feb. 23, 1905

H. A. Murr  
Capt. 7th Cavy. Supt. U. S. Indian Agent.

REQUISITION

FOR

BLANKS AND BLANK BOOKS

FOR THE

Six months ending June 30, 1905

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

To Dept 3-8-05



# Department of the Interior,

UNITED STATES INDIAN SERVICE,

*Indian Industrial School,*

-----CARLISLE, PA.-----*Agency,*

*Feb. 23, 1905*

Hon. Commissioner of Indian Affairs.

SIR: I have the honor to request that the following blanks be furnished for use of this <sup>*School*</sup> ~~Agency~~ during the six months ending *June 30*, 1905

Very respectfully,

*M. Merces*

-----*Capt. 7th Cavy. Supt. U. S. Indian Agent.*-----

| QUANTITY.  | No. of blank on catalogue. | TITLE OF BLANK OR BLANK BOOK.                                 |
|------------|----------------------------|---|
| -----      | 1-002b                     | Bond (contractor's).  |
| -----      | 1-006a                     | Oath of disinterestedness.                                    |
| <i>30</i>  | 1-007                      | Abstract of proposal.   |
| <i>20</i>  | 1-280                      | Oath of office.   |
| -----      | 1-325                      | Voucher—Advertising.  |
| -----      | 5-001                      | Abstract A to property return. (Articles purchased.)          |
| -----      | 5-002                      | Abstract B to property return. (Received from contractors.)   |
| -----      | 5-003                      | Abstract C to property return. (Received from other sources.) |
| -----      | 5-004                      | Abstract D to property return. (Articles issued to Indians.)  |
| -----      | 5-005                      | Abstract E to property return. (Sold to employees.)           |
| -----      | 5-006a                     | Abstract F to property return. (Expended in service.)         |
| <i>100</i> | 5-006b                     | Extra sheets for abstract F.                                  |
| <i>100</i> | 5-007                      | Extra sheets for abstracts A, B, C, D, and E.                 |
| <i>30</i>  | 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.                              |
| <i>20</i>  | 5-082b                     | Contract for goods and supplies—extra sheet.                  |
| <i>10</i>  | 5-083                      | Contract for buildings.                                       |
| <i>10</i>  | 5-084                      | Contract for miscellaneous.                                   |
| -----      | 5-086a                     | Contract for transportation.                                  |
| <i>20</i>  | 5-087                      | Abstract of proposals.  |
| <i>20</i>  | 5-092                      | Estimate for funds.   |
| -----      | 5-097b                     | Extra sheet for estimate for supplies.                        |
| -----      | 5-115                      | Account-current sheet.  |
| -----      | 5-118                      | Affidavit relative to advertising.                            |
| -----      | 5-119                      | Bill of lading.   |
| -----      | 5-120                      | Authority to act as agent.                                    |
| -----      | 5-130                      | Certificate to correctness of claim for traveling expenses.   |



| QUANTITY. | No. of blank on catalogue. | TITLE OF BLANK OR BLANK BOOK.                               |
|-----------|----------------------------|---|
|           | 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.              |
| 10        | 5-155a                     | Property return.  |
| 100       | 5-155b                     | Extra sheet for property return.                            |
| 10        | 5-155c                     | Property return—medical.                                    |
|           | 5-160                      | Ration check.   |
|           | 5-172                      | Application for annuity.                                    |
|           | 5-174                      | Warrant for sergeant of Indian police.                      |
| 100       | 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.                      |
| 100       | 5-241                      | Report of changes in employees—school.                      |
| 100       | 5-242                      | Quarterly report of employees—agency.                       |
|           | 5-243                      | Quarterly report of employees—school.                       |
|           | 5-244                      | Request for leave of absence—school service.                |
|           | 5-245                      | Report of changes in Indian police.                         |
|           | 5-246                      | Report of special Indian agents—semiweekly.                 |
|           | 5-247                      | Report of leave of absence taken.                           |
| 10        | 5-248a                     | Monthly sanitary report.                                    |
|           | 5-248b                     | Monthly sanitary report—extra sheet.                        |
| 20        | 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.             |
| 10        | 5-259                      | Report of farmer—monthly.                                   |
|           | 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.)                        |
|           | 5-279                      | Requisition for stationery—annual.                          |
|           | 5-299                      | Statement of arrival and departure of pupils.               |
| 50        | 5-300                      | Weekly statement of funds.                                  |
|           | 5-301                      | Monthly statement of funds.                                 |
|           | 5-305                      | Quarterly statement of receipts and disbursements.          |
| 20        | 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.   |
| 50        | 5-330a                     | Monthly receipt roll. (Regular.)  |
| 100       | 5-330b                     | Pay roll of irregular employees.  |
|           | 5-334                      | Transportation—Indian freighters.   |
|           | 5-335a                     | Vouchers—miscellaneous—long.  |
| 200       | 5-335b                     | Vouchers—miscellaneous—extra sheet.                                       |
| 100       | 5-335c                     | Vouchers—miscellaneous—short.   |
| 30        | 5-335d                     | Vouchers—miscellaneous—traveling expenses—disbursing officers.            |
| 100       | 5-335e                     | Vouchers—miscellaneous—traveling expenses—other than disbursing officers. |
| 100       | 5-338                      | Vouchers—contract.  |
| 300       | 5-340a                     | Vouchers—purchases—open market.   |
|           | 5-340b                     | Vouchers—purchases—open market. (Certified.)                              |
|           | 5-342                      | Purchases—open market—from Indians.                                       |
|           | 5-920                      | Cash book.  |
|           | 5-922                      | Bill of lading. (Stub book.)  |
|           | 5-923                      | Pass to be absent from agency—100 pages.                                  |
|           | 5-925                      | Issue book.   |
| 10        | 5-927                      | Subvoucher book.  |
|           | 5-929                      | Record of employees at agency.  |
| 5         | 5-931                      | Memorandum book, letter size, 352 pages.                                  |
| 3         | 5-932                      | Memorandum book, cap size, 352 pages.                                     |
| 2         | 5-933                      | Memorandum book, ledger, cap size, 352 pages, ruled dollars and cents.    |
| 1         | 5-934                      | House and farm book—bound half Russia, 150 pages.                         |
| 2         | 5-942                      | Sanitary record of sick, etc.   |
| 30        | 5-946                      | Memorandum book, size 4 by 6½ inches, 24 pages.                           |
| 20        | 5-947                      | Memorandum book, size 5 by 7½ inches, 24 pages.                           |
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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.