

26355 OFFICE OF Indian Affairs 1905  
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Department of the Interior,  
UNITED STATES INDIAN SERVICE,

Indian Industrial School,  
CARLISLE, PA.

W. A. Mear  
Capt. 7th Cavy. Supt. U. S. Indian Agent.

N. B. - The above should be filled out by the Agent.  
To Secy, May 27/1905

REQUISITION FOR STATIONERY

FOR THE

Fiscal year ending June 30, 1906

Abstract No.

9930b1500-9-03

(G.) [Signature]

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. ....

(Revised Oct. 1, 1903.)

# Department of the Interior,

UNITED STATES INDIAN SERVICE,

Indian Industrial School,  
CARLISLE, PA.

April 5, 1905

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 during the fiscal year ending June 30, 1906

Number of clerical employees\* 79  
" " pupils 106

Very respectfully,

*M. Meser*

Capt. 7th Cavy. 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.	NUMBER OF ITEM.
1	35 reams	Foolscap paper, 30-29 lines, 5-34 lines	32 reams	1
2	2 reams	Legal cap paper, 29 lines	4 reams	2
4a	— reams	Letter paper, ruled, as follows:		
	—	reams half sheets, printed official heading	13 reams	4a
	—	reams second sheets, not printed	reams	4a
5	— reams	Press-copy paper, white	1 reams	5
8	3 reams	Note paper, printed official heading	70 reams	8
19	60 quires	" " plain Manila wrapping paper, 24 by 36 inches	59 quires	19
21	40 quires	" " 40x48 "	22 quires	21
23	— reams	Typewriter paper, heavy ledger, as follows:		
	—	reams, 8 by 10 1/2 inches, printed official heading	reams	23a
	—	reams, 8 by 10 1/2 inches, not printed	38 reams	23a
	—	reams, 8 by 12 1/2 inches	reams	23b
24	300 sheets	Semicarbon paper, 8x10 1/2 inches	200 sheets	24
25	45 reams	Typewriter paper, thin linen, as follows:		
	—	reams, 8 by 10 1/2 inches, printed official heading	reams	25a
	40	reams, 8 by 10 1/2 inches, not printed	21 reams	25a
	5	reams, 8 by 12 1/2	reams	25b
31	— rolls	Toilet paper	rolls	31
60a	2 gross	Rubber bands, No. 0 1/4	gross	60a
60b	— gross	Rubber bands, No. 00 1/4	gross	60b
60c	2 gross	Rubber bands, No. 00 1/2	gross	60c
60d	— gross	Rubber bands, No. 000 1/4	gross	60d
61a	— gross	Rubber bands, No. 11	27 gross	61a
61b	20 gross	Rubber bands, No. 16	gross	61b
61c	10 gross	Rubber bands, No. 19	gross	61c
61d	10 gross	Rubber bands, No. 32	gross	61d
62	36 cakes	Rubber pencil-and-ink-erasers	71 cakes	62
63	300 cakes	Artist's rubber (10 lbs.) small cakes, Faber's Star #60	3 lbs cakes	63
64	72 cakes	Rubber ink erasers	18 cakes	64
67	— cakes	Rubber erasers for typewriters	62 cakes	67

\*Number of employees must be stated on lines indicated above, and quantity of supplies "on hand" must be inserted in column for this purpose. 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.
			<i>Dec. 31, 1905</i>	
76	30 gross	Steel pens <i>Eagle Pencil Co., Vertical No. 5</i>	gross	76
76	15 gross	" " " " " " <i>medium size</i>	gross	76
76	5 gross	" " <i>Esterbrook No. 312</i>	gross	76
76	5 gross	" " <i>Saddala Alloyed Zinc No 10</i>	gross	76
76	5 gross	" " " " " " " "	gross	76
76	3 gross	" " <i>Miller Bros, Carbon Stub No 4</i>	gross	76
76	1 gross	" " <i>Kent Pen Co. Companion No 21</i>	gross	76
77		Ruling pens		77
87	5	Steel erasers, spear	5	87
88c	3	Shears, 8-inch	6	88c
104	40 dozen	Thumb tacks	28 dozen	104
110	yards	Tracing cloth, 36-inch	yards	110
130d		Inkstands, 2½-inch, fluted		130d
130f	6	Inkstands, 2½-inch, round	39	130f
131	6	Sponge cups, glass	17	131
132		Mucilage stands	15	132
140a	204 dozen	Black lead pencils, round, Nos. 1, 2, 3, 4, 5 ( <i>24 No 2, 180 No 3</i> )	714 dozen	140a
140b	dozen	Black lead pencils, hexagon, Nos. 1, 2, 3, 4, 5	dozen	140b
142	dozen	Pencils, red, blue, and green	54 dozen	142
160	dozen	Penholders, wooden, with hard-rubber tips	1 dozen	160
161	48 dozen	Penholders, wooden <i>large, thick at base</i>	70 dozen	161
165	2 dozen	Penholders, cork tips <i>red</i>	dozen	165
171	58 quarts	Writing fluids, <i>patent spout</i>	78 quarts	171
172	2 quarts	Copying ink " "	2 quarts	172
173	bottles	Carmine ink, 2-ounce	bottles	173
174	12 bottles	Crimson ink, 4-ounce	37 bottles	174
177	3 bottles	Stamping ink, <i>for rubber stamps</i>	1 bottles	177
180	12 quarts	Mucilage	18 quarts	180
181	bottles	Mucilage, 8-ounce, with brush	4 bottles	181
194	5 bottles	Oil for typewriters, 1-ounce bottles	bottles	194
202	18	Press copy books, 10 by 12 inches	9	202
205	3	Pen racks	6	205
206		Rulers, rubber		206
207a		Rulers, wooden, 15-inch	250	207a
207b		Rulers, wooden, 18-inch		207b
209		Water bowls, for use in press copying		209
210		Copying brushes	5	210
212		Arm rests, mahogany	4	212
213		Paper weights	2	213
214b	dozen	Hand blotters, 9½ by 4 inches	1/3 dozen	214b
215	boxes	Eyelets, D. B. (250 to each box)	boxes	215
217	3 spools	Red tape	2 spools	217
223	6 boxes	Paper fasteners, similar to McGill's (100 in each box) No 2	31 boxes	223
223	7 boxes	Paper fasteners, similar to McGill's (100 in each box) No 6 <i>No 3, 1 very large</i>	boxes	223
224	1 pound	Sealing wax, red, 4-ounce sticks	1/2 pounds	224
226	pounds	Pins, No	pounds	226
227	24 papers	Pins, No 4, <i>Pyramid</i>	28 papers	227
228	5 lbs	Sponge, for sponge cups	2 lbs	228
230	30 pounds	Hemp twine, small	pounds	230

NUMBER OF ITEM.	QUANTITY REQUIRED.	DESCRIPTION OF ARTICLES.	QUANTITY ON HAND.	NUMBER OF ITEM.
			<i>Dec. 31, 1904</i>	
230	<i>3</i> pounds	Hemp twine, medium	} <i>18</i> pounds	230
230	pounds	Hemp twine, large		pounds
231		Table baskets	<i>12</i>	231
232	<i>3</i>	Waste baskets	<i>4</i>	232
233		Paste brushes	<i>1</i>	233
235	— sheets	Oiled paper for press copying	<i>100</i> sheets	235
236	<i>1</i> dozen	Ribbons for <i>Remington</i> typewriter	<i>30</i>	236
238	<i>2</i> dozen	Scratch books, size <i>1-502 B</i>	} <i>56 doz</i>	238
238	<i>2</i> dozen	Scratch books, size <i>1-502 C</i>		238
238	<i>2</i> dozen	Scratch books, size <i>1-503</i>		238
238	<i>6</i> dozen	Scratch books, size <i>about 3 1/2" x 5" perforated, ink ruled</i>		238
240	dozen	Rulers, all wood, 12-inch	<i>6 doz</i>	240
265b	<i>2</i>	Pads for rubber stamps, 2 3/4 by 4 1/2 inches	<i>2</i>	265b
267	sheets	Drawing paper, 8 1/2 by 11 inches		267
301	<i>2000</i>	Envelopes, white, 4 1/2 by 10 3/8, printed	} <i>102500</i>	301
303	<i>500</i>	" " " " " plain		303
303	<i>8000</i>	Envelopes, white, 3 3/8 by 8 3/8, printed		303
305	<i>1000</i>	" " " " " plain		305
<i>305</i>	<i>60000</i>	" " " " " plain		
<i>1-923</i>	<i>3 Doz</i>	Stenographers' note book, for pencil	<i>1/2 Doz</i>	
	<i>2 Bx</i>	Paper clips "Gem"		
	<i>4 Bx</i>	Library Labels, "Demison's # 223"	<i>1</i>	
	<i>6 Doz Spls</i>	Adhesive Tape	<i>1 Doz</i>	
	<i>24 Btts</i>	Library Paste	<i>20</i>	
	<i>6 Doz</i>	Rubber Erasers "Faber's Emerald No 111," for drawing		
<i>26 A</i>	<i>5 Rms</i>	Manifolding Paper, very thin, 8" x 10 1/2"	<i>3</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 Departmental 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 one year.

NOTE No. 3. Steel pens may be selected from the following variety: Gillott's, Nos. 170, 293, 303, 353, 404, and 604; Esterbrook's, Nos. 9, 11, 14, 79, 048, 97, 122, 130, and 314 (stub); Spencerian, Nos. 1, 2, and 3; Miller Brothers, Nos. 15, 28, 87, 028, 333, 444, 505, 4 (stub), 1, 15 T. P., 23, 101, 102, 1070; Dreka's, Nos. 2 and 3 (stub); Eagle, Nos. 10, 110, 120, 130, 170, and 190.

SHIPPED AS FOLLOWS:

Box No. .... by freight, weight, ..... pounds. )

Box No. .... by freight, weight, ..... pounds. )

Box No. .... by freight, weight, ..... pounds. )

Box No. .... by freight, weight, ..... pounds. ) T. R. No. ...., packed by .....

Box No. .... by freight, weight, ..... pounds. )

Box No. .... by freight, weight, ..... pounds. )

Box No. .... by freight, weight, ..... pounds. )

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

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

..... packages ..... by mail, containing ....., packed by .....

..... packages ..... by mail, containing ....., packed by .....

DATE OF INVOICE: .....