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OFFICE OF
Indian Affairs
5-279.
Rec. APR 19

1907

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Department of the Interior,

UNITED STATES INDIAN SERVICE,
Indian Industrial School,

Carlisle, Pa., April 18 1907.

Mercer, W. A.

Major 11th Cavy. ¹⁹⁰Sept.

REQUISITION FOR STATIONERY.

Abstract No.

Fiscal year *First half*, 190*8*.

To Sept. May 7/1907

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Department of the Interior,

OFFICE OF INDIAN AFFAIRS,

Washington, D. C., 190...

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

Assistant Commissioner.

Req. No.

[Revised July 1, 1906.]

Department of the Interior,

UNITED STATES INDIAN SERVICE,

Indian Industrial School, Carlisle, Pa.

April 18, 1907., 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 during the six months ending December 31, 1907.

Please address freight and mail as indicated below: Freight Getysburg Junction, Pa.
Mail Carlisle, Pa.

*Number of employees 80; school employees and pupils 1000.

Very respectfully,

A. A. Mercer

Major 11th Cavalry, Superintendent *In charge.*

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	40 reams	1
2	5 reams	Legal cap paper	16 reams	2
4a	reams	Letter paper, ruled, as follows:		
	 reams half sheets, printed official heading	16 reams	4a
	25	reams second sheets, not printed (for home letters)	reams	4a
5	reams	Press-copy paper, white	2 reams	5
8	reams	Note paper, printed official heading	19 reams	8
17	quires	Manila wrapping paper, 40 by 48 inches	4 quires	17
19	60 quires	Manila wrapping paper, 24 by 36 inches	quires	19
21	35 quires	Blotting paper	30 quires	21
23	reams	Typewriter paper, heavy ledger, as follows:		
	25	reams, 8 by 10 1/2 inches	reams	23a
	4	reams, 8 by 12 1/2 inches	9 reams	23b
24	sheets	Semicarbon paper	100 sheets	24
25	reams	Typewriter paper, thin linen, as follows:		
	36	reams, 8 by 10 1/2 inches	reams	25a
	10	reams, 8 by 12 1/2 inches	0 reams	25b
31	rolls	Toilet paper	2400 rolls	31
34	sheets	Drawing paper, 8 1/2 by 11 inches	800 sheets	34
60a	gross	Rubber bands, No. 0 1/2	gross	60a
60b	3 gross	Rubber bands, No. 00 1/2	gross	60b
60c	gross	Rubber bands, No. 00 3/4	gross	60c
60d	gross	Rubber bands, No. 000 1/2	gross	60d
60e	gross	Rubber bands, No. 000 3/4	gross	60e
61a	4 gross	Rubber bands, No. 11	gross	61a
61b	25 gross	Rubber bands, No. 16	2 gross	61b
61c	12 gross	Rubber bands, No. 19	18 gross	61c
61d	15 gross	Rubber bands, No. 32	10 gross	61d
62	10 cakes	Rubber pencil-and-ink erasers	0 cakes	62
63	cakes	Artist's rubber (..... lbs.)	cakes	63
64	144 cakes	Rubber ink erasers	cakes	64
67	36 cakes	Rubber erasers for typewriters	cakes	67
76	15 gross	Steel pens Spencerian No. 1	2 gross	76
76	3 gross Dreka, 1-2-3, 1 green	gross	76
76	1 gross Eastbrook, Relief, No. 314	2 gross	76
76	25 gross &" vertical, No. 556	15 gross	76

*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.
76	25 gross	Steel pens <i>Hunt, Vertical</i>	10 gross	76
76	2 gross	<i>Millers, No. 4 Carbon Stub,</i>	gross	76
76	gross		gross	76
77		Ruling pens		77
86		Steel erasers, knife	10	86
88	3	Shears, as follows: 8-inch; 3 9-inch; 10-inch	11	88
99c		Xylonite triangles 30° by 60°		99c
99d		Xylonite triangles 45°		99d
104	30 dozen	Thumb tacks	8 dozen	104
106c	bottles	Indelible drawing ink, black	bottles	106c
106d	bottles	Indelible drawing ink, various colors	bottles	106d
110	3 yards	Tracing cloth, 36-inch	0 yards	110
117b	rolls	Blue process, prepared, 36 inches wide	rolls	117b
125	dozen	Drawing and lettering pens	dozen	125
130		Inkstands, 2½-inch, fluted	30 No.	130
130	12	Inkstands, 2½-inch, round		130
131		Sponge cups, glass	10 No.	131
132	1 doz	Mucilage stands	4 No.	132
140	100 dozen	Black lead pencils, round, Nos. 1, 2, 3, 4, 5 40 Doz # 2; 60 doz. # 3, 50	dozen	140
	2 "	" " " <i>Monarch, tapering,</i>		
142	2 dozen	Pencils, red, blue, or green 1 red; 1 blue,	30 dozen	142
160	2 dozen	Penholders, wooden, with hard-rubber tips	1/2 dozen	160
161	24 dozen	Penholders, wooden	20 dozen	161
162	1 dozen	Penholders, hard rubber	1/2 dozen	162
171	60 quarts	Writing fluids	31 quarts	171
172	quarts	Copying ink	quarts	172
173	bottles	Carmine ink, 2-ounce	bottles	173
174	12 bottles	Crimson ink, 4-ounce	4 bottles	174
177	1 bottles	Stamping ink <i>Red</i>	1 bottles	177
180	15 quarts	Mucilage	13 quarts	180
181	bottles	Mucilage, 8-ounce, with brush	bottles	181
194	12 bottles	Typewriter oil	2 bottles	194
202	24 No.	Press copy books, 10 by 12 inches	2	202
203	12	Press copy books, 10 by 14 inches	0	203
205		Pen racks		205
206	1 doz.	Rulers, rubber		206
207a	1/2	Rulers, wooden, 15-inch	110	207a
207b		Rulers, wooden, 18-inch		207b
209		Water bowls, for use in press copying	2	209
210		Copying brushes		210
212		Arm rests, mahogany		212
213		Paper weights		213
214b	1/2 dozen	Hand blotters, 9½ by 4 inches	1/2 dozen	214b
215	1 boxes	Eyelets, D. B. (250 to each box)	0 boxes	215
217	12 spools	Red tape	3 spools	217
222*	dozen	Stamping ribbon	dozen	222*
223	6 boxes	Paper fasteners, similar to McGill's (100 in each box) No. 222	2 boxes	223

INK WILL BE FURNISHED ONLY DURING THE SUMMER MONTHS.

* Width of stamping ribbon should be specified.

NUMBER OF ITEM.	QUANTITY REQUIRED.	DESCRIPTION OF ARTICLES.	QUANTITY ON HAND.	NUMBER OF ITEM.
223	5 boxes	Paper fasteners, similar to McGill's (100 in each box) No. 3	2 boxes	223
224	pounds	Sealing wax, red, 4-ounce sticks	1 pounds	224
226	3 pounds	Pins, No	1/4 pounds	226
227	papers	Pins, No	papers	227
228	3 lbs	Sponge, for sponge cups	0	228
230	6 pounds	Hemp twine, small	0 pounds	230
230	3 pounds	Hemp twine, medium	10 pounds	230
230	2 pounds	Hemp twine, large	5 pounds	230
231	6	Table baskets	12	231
232		Waste baskets	25	232
233		Paste brushes	2	233
235	25 sheets	Oiled paper for press copying	50 sheets	235
236	dozen	Ribbons for typewriter	2/3 dozen	236
246	10 boxes	Clips (100 in each box) Gem	0 boxes	246
261		Pasteboard tubes		261
301	12000	Envelopes, white, 4 1/2 by 10 3/8, printed		301
303	10000	Envelopes, white, 3 3/8 by 8 3/8, printed plain	96500, as	303
305	50000	Envelopes, white, 3 1/2 by 6, printed plain		305
	5000			
	3 doz.	Note books, stenographer, for pen,		

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 must be made in January and July for a supply of stationery sufficient to last at least six months.

NOTE No. 3. Any item which may have to be printed and books made require from one to three months before it can be delivered.

NOTE No. 4. Steel pens may be selected from the following varieties: Gillott's, Nos. 170, 202, 303, 404, and 604; Esterbrook's, Nos. 9, 14, 048, 130, 239, 284, 312, 313, and 314 (stub); Spencerian, Nos. 1, 2, and 3; Miller Brothers, Nos. 1, 101, 444, 505, 4 (stub), 15 T. P.; Dreka's, Nos. 2 and 3 (stub); Eagle, Nos. 30, 60, 90, 110, 120, 330, 340, and 390.

NOTE No. 5. Ink and mucilage should be called for in July in quantities sufficient to last one year, as such articles will not be shipped in cold weather.

NOTE No. 6. Requisitions for supplies for the Mimeograph and Neostyle machines MUST GIVE THE NAME AND NUMBER OF THE MACHINE.

NOTE No. 7. Requisitions for stenographic books, blank books, and scratch books should be made on REQUISITION FORM for blanks.

SHIPPED AS FOLLOWS:

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.)
 sacks of pkgs. by mail, containing , , packed by
 sacks of pkgs. by mail, containing , , packed by
 packages by mail, containing , , packed by
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DATE OF INVOICE:

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* Number of employees 80; school employees and pupils 1000.

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NUMBER OF ITEM.	QUANTITY REQUIRED.	DESCRIPTION OF ARTICLES.	QUANTITY ON HAND.	NUMBER OF ITEM.
1	35 reams	Foolscap paper	40 reams	1
2	5 reams	Legal cap paper	16 reams	2
4a	reams	Letter paper, ruled, as follows:		
		reams half sheets, printed official heading	16 reams	4a
	25	reams second sheets, not printed (for home letters)	reams	4a
5	reams	Press-copy paper, white	2 reams	5
8	reams	Note paper, printed official heading	19 reams	8
17	quires	Manila wrapping paper, 40 by 48 inches	4 quires	17
19	60 quires	Manila wrapping paper, 24 by 36 inches	quires	19
21	25 quires	Blotting paper	30 quires	21
23	reams	Typewriter paper, heavy ledger, as follows:		
	25	reams, 8 by 10½ inches	reams	23a
	4	reams, 8 by 12½ inches	9 reams	23b
24	sheets	Semicarbon paper	100 sheets	24
25	reams	Typewriter paper, thin linen, as follows:		
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	10	reams, 8 by 12½ inches	0 reams	25b
31	rolls	Toilet paper	2400 rolls	31
34	sheets	Drawing paper, 8½ by 11 inches	800 sheets	34
60a	gross	Rubber bands, No. 0½	gross	60a
60b	3 gross	Rubber bands, No. 00½	gross	60b
60c	gross	Rubber bands, No. 00½	gross	60c
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64	144 cakes	Rubber ink erasers	cakes	64
67	36 cakes	Rubber erasers for typewriters	cakes	67
76	15 gross	Steel pens <u>Spencerian No. 1</u>	2 gross	76
76	3 gross	<u>Draka, 1-2-3, 1 gro each</u>	gross	76
76	1 gross	<u>Easterbrook, Relief, No. 314</u>	2 gross	76
76	25 gross	<u>&" , vertical, No. 556</u>	15 gross	76

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