

Education-Schools
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Economy and waste.

SEP 29 1914

Mr. O. H. Lipps,

Supervisor in Charge, Carlisle School.

My dear Mr. Lipps:

FILED BY C. P. F.

The Office acknowledges receipt of the copy of the circular which you have prepared and issued to the employees of the Carlisle School with reference to "economy and waste". The Office appreciates your efforts to carry out its wishes with a view of establishing a regard for economy in the Service.

Very truly yours,

Second Assistant Commissioner.

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CARLISLE

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DEPARTMENT OF THE INTERIOR
 UNITED STATES INDIAN SCHOOL
 CARLISLE, PA.

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September 19, 1914.

OFFICE OF INDIAN AFFAIRS
 RECEIVED
 SEP 19 1914
 100723

FILED BY C. P. F.

CIRCULAR:

The attention of every employee at the Carlisle School is called to the remarks made by Commissioner Sells to the industrial employees last Monday on the subject of "economy and waste." Commissioner Sells called special attention to the importance of employees cooperating with a view of reducing waste to the lowest possible minimum.

I am most heartily in accord with the Commissioner's ideas, and in order that they may be effectively carried out, it is urged that each employee give this matter his earnest and constant attention. The dining room, kitchen, bakery, shops, and farms, require special attention in this respect.

A considerable saving can be effected in the cost of electric current, if employees will only remember to turn out their lights on leaving their rooms and departments, or when not needed. Every employee in the school can assist in this matter.

A great saving in time and labor can be effected if employees will give close attention to the needs of their respective departments, and anticipate these needs well in advance. The numerous requests for purchase of small articles, that are constantly coming to this office, show a decided lack of foresight and definite plans, and I am very anxious to reduce the open market purchases to the minimum.

Please read this circular very carefully, and cooperate with me and with each other to prevent waste or numerous small purchases that might be prevented by using a little foresight and business judgment.

Each

[Signature]

 Supervisor in Charge.

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INDIAN OFFICE.

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