

To be Preserved

Post Office Department

LIST
OF
POSTAL SUPPLIES

FURNISHED POST-OFFICES OF THE
FOURTH CLASS

BY THE

FOURTH ASSISTANT POSTMASTER-GENERAL

DIVISION OF SUPPLIES

JULY 1, 1909



WASHINGTON
GOVERNMENT PRINTING OFFICE

1909

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own interests in the saving of time, if all communications addressed to that division be as brief as a clear statement of the case in question will admit, avoiding the use of notes and postscripts.

In the monthly supplement to the Official Postal Guide will be published any changes affecting the lists of supplies contained herein.

POSTAGE STAMPS, STAMPED PAPER, AND MAIL EQUIPMENT.

POSTAGE STAMPS AND STAMPED PAPER.

Supplies of postage stamps and other stamped paper must be secured from the Third Assistant Postmaster-General, Division of Stamps, in such manner and form and in such quantities as may be prescribed by the Third Assistant Postmaster-General by requisitions on that office submitted on specially designated requisition forms (which forms may be obtained from the Fourth Assistant Postmaster-General, Division of Supplies). Requests for ordinary and special-delivery stamps, books of ordinary stamps, postal cards, ordinary stamped envelopes and newspaper wrappers, postage-due stamps, and international reply coupons should be submitted on Form 3201; and requests for special-request and office-request stamped envelopes should be submitted on Form 3202. All correspondence concerning postage stamps and stamped paper should be addressed to the Third Assistant Postmaster-General, Division of Stamps.

MAIL EQUIPMENT.

All requests for mail equipment and all communications the subject-matter of which relates thereto should be addressed to the Second Assistant Postmaster-General, Division of Equipment.

SUPPLIES FURNISHED TO OFFICES OF THE FOURTH CLASS.

BLANKS AND BOOKS FOR GENERAL USE.

Use green requisition Form 1580a when ordering from this list, care being taken that all information and particulars called for on the form are included in the requisition; otherwise the requisition is incorrectly submitted and will be returned for completion.

Form No.	Description.
R. D. 1	Rural carrier's salary voucher.
R. D. 4	Substitute rural carrier's salary voucher.
R. D. 6	Rural carrier's quarterly voucher.
3Q	Quarterly statistical report. (For use at rural-delivery offices.)
6	Daily record of mail delivered and collected by rural carrier. (For use at rural-delivery offices as a permanent record thereof.)
1510	Particulars of complaint for the information of the chief post-office inspector by complainant and postmaster with reference to the nature of a complaint filed of loss, rifling, damage, delay, wrong delivery, nondelivery, or other irregularity.
1516	Penalty postal card—Requesting another postmaster to cause to be made in his office a careful search for certain missing mail matter.
1518	Slip—Notifying patron that certain mail matter said to have been mailed at post-office can not be traced, and that the matter has been referred to the chief post-office inspector.
1520	Penalty postal card—Notifying patron in response to an inquiry that there is no mail at the post-office addressed to him.
1521	Correspondence slip—Requesting the Division of Dead Letters to return for delivery certain unclaimed mail matter forwarded to that office.
1522½	Statement of weekly return of unmailable letters sent to the Division of Dead Letters.
1523	Monthly bill of dead-letter mail sent to the Division of Dead Letters.
1525	Slip—Notice to call for registered letter.
1526	General voucher for articles purchased or service performed; to be submitted with quarterly postal account.
1526a	Voucher for clerk hire—To accompany quarterly postal account.

Form No.	Description.
1528	Penalty postal card—Postmaster's notice to publisher to discontinue mailing publication to the person named.
1536	Form letter—Tracer for registered-package envelope reported missing.
1538	Bills for box rents furnished in books with stubs; three sizes, 200, 400, and 600 receipts each, respectively.
1546G	Semimonthly pay roll for R. P. O. clerks, sheets $9\frac{1}{2}$ x 12, for loose-leaf binder. (Furnished to offices paying R. P. O. clerks.)
1546S	Railway postal clerks' regular pay roll—14 lines; to be submitted with quarterly postal account. (Furnished to offices paying R. P. O. clerks.)
1547 $\frac{1}{2}$	Registry delivery book providing for the delivery of 750 pieces.
1548	Sender's registry return receipt card—melon. (Specially printed for offices registering 3,000 or more pieces of mail per annum.)
1549	Book—Manifold window registration receipts; contains 1,000 receipts in duplicate.
1549B	Book—Manifold window registration receipts; contains 200 receipts in duplicate.
1550	Registry bill (gray card) for billing to United States exchange offices registered matter addressed for delivery in foreign countries, as well as that addressed to the Canal Zone, Philippine Islands, and the United States Postal Agency, Shanghai, China.
1553 $\frac{1}{2}$	Book—Record of registered matter in transit.
1556	Postmaster's registered package receipt card—yellow.
1557 $\frac{1}{2}$	Abstract of vouchers for payments for miscellaneous items Railway Mail Service; to be submitted with quarterly postal account. (Furnished only to offices paying R. P. O. clerks.)
1558	Quarterly postal account—To be submitted to the Auditor.
1558 $\frac{1}{2}$	Postmaster's account and record book.
1560	Carrier's registry delivery receipt book. (Furnished only to rural-delivery offices.)
1563	Railway postal clerk's voucher for services performed, single voucher—pink. (Furnished only to offices paying R. P. O. clerks.)
1564	Postmaster's route book record of changes of addresses; indexed throughout. (Furnished only to rural-delivery offices.)
1567	Blank requisition for use in ordering from the Fourth Assistant Postmaster-General, Division of Supplies, postmarking and miscellaneous rubber and steel stamps.
1575	Weekly record of mails received.
1576	Weekly record of mails dispatched.
1576a	Book—Record of mails received and dispatched.
1579	Blank requisition for ordering from the Fourth Assistant Postmaster-General, Division of Supplies, official and registry envelopes.
1580a	Blank requisition for ordering from the Fourth Assistant Postmaster-General, Division of Supplies, general supplies.
2201	Monthly report to the Second Assistant Postmaster-General, Division of Inspection, of register of arrival and departure of mails. (For offices having star-route service.)
2203	Monthly report to the Second Assistant Postmaster-General, Division of Inspection, of register of arrivals and departure of mails—intermediate star-route service.
2226	Monthly report to the Second Assistant Postmaster-General, Division of Inspection, arrivals and departures of mails—steamboat service.
2240	Monthly report to the Second Assistant Postmaster-General, Division of Inspection, of electric and cable car service.
2242	Monthly report to the Second Assistant Postmaster-General, Division of Inspection, of mail-messenger service.
3044	Letter of transmittal to accompany deposits of postal funds.
3200	Price list of stamped envelopes and newspaper wrappers.
3201	Blank requisition on the Third Assistant Postmaster-General, Division of Stamps, for ordinary and special-delivery stamps, books of ordinary stamps, postal cards, ordinary stamped envelopes and newspaper wrappers, postage-due stamps, and international reply coupons.
3202	Blank requisition, printer's slip attached, on the Third Assistant Postmaster-General, Division of Stamps, for special-request stamped envelopes.
3203d	Notice that the Department furnishes to the public, in convenient sizes, books containing postage stamps; placard for display in post-office.

Form No.	Description.
3501	Blank application for entry of publication as second-class matter under the provisions of the act of March 3, 1879.
3501a	Application for admission of a foreign publication to the United States mail at the second-class postage rate.
3501b	Application for entry of a publication as second-class matter under the provisions of the act of July 16, 1894, or under the act of June 6, 1900.
3501c	News agents' application for registration, as such, with the Department for the purpose of mailing publications at second-class postage rates.
3503	Permit issued by postmaster authorizing the mailing of periodical publications as second-class matter pending final action on formal application by the Department.
3503a	Follow sheet for use in connection with Form 3503.
3539	Book—Postmaster's record in triplicate of second-class matter mailed and postage collected thereon.
3540	Penalty postal card—Postmaster's notice to sender that printed matter (or parcel) can not be delivered to the person addressed, and requests that postage be sent for its return.
3548	Penalty postal card—Postmaster's notice to addressee that certain mail is held for postage, with the request that postage be sent for forwarding.
3551a	Postmaster's quarterly statement to the Third Assistant Postmaster-General, Division of Classification, of newspaper and periodical postage collected and amount of free county circulation.
3580	Postmaster's report to the Third Assistant Postmaster-General, Division of Classification, of the receipt of unrated short-paid matter.
3601	Permit issued by postmaster for the mailing of third and fourth class matter without postage, as provided by act of Congress approved April 28, 1904. (Furnished only to offices authorized to receive mailings of third and fourth class matter without stamps affixed.)
3602	Statement made to postmaster of third or fourth class matter mailed, by person authorized, in conformity with the provisions of section 483½, Postal Laws and Regulations, edition 1902. (Furnished only to offices authorized to receive mailings of third and fourth class matter without stamps affixed.)
3603	Book—Blank receipts for postage collected on third and fourth class matter mailed without postage stamps affixed; arranged in duplicate form for carbon process. (Furnished only to offices authorized to receive mailings of third and fourth class matter without stamps affixed.)
3605	Jacket—Certificate of postage collected in money on third and fourth class matter mailed without postage stamps affixed; for use in making quarterly report to the Auditor. (Furnished only to offices authorized to receive mailings of third and fourth class matter without stamps affixed.)
3839	Notice to public that money and other valuable mail matter should be registered, also that such matter is insured against loss; placard, 9 x 11.
3840	Notice to public that valuable letters and parcels should be sent by registered mail; placard, 9 x 11.
3846	Postmaster's report to the Third Assistant Postmaster-General, Division of Registered Mails, of received domestic registered mail matter deficient in registry fee and postage.
3856	Postmaster's form letter of inquiry as to the disposition of certain registered matter sent to another post-office.
3856½	Postmaster's form letter notifying originating office that certain registered matter can not be delivered because of reason stated, and requesting that sender be so informed, in order that he may advise what disposition should be made of it.
3896	Carrier's manifold registration book; for the use of rural carriers.
3899	Card containing general registry information with reference to the city and rural delivery service; for distribution to the public.
3953a	Postmaster's record of special-delivery matter received—pamphlet form.
3954	Postmaster's receipt for special-delivery mail delivered to addressee at the post-office.
3955a	Notice to rural patron that special-delivery letter which could not be personally delivered by carrier has been placed in addressee's private mailing box.
3965	Penalty postal card—Postmaster's notice to sender that certain package deposited for forwarding is unmailable because of reason stated.
3982	Forwarding order; card 4½ x 6¼.

Form No.	Description.
3983	Inquiry slip requesting information as to whether certain mail can be delivered at another office.
3993	Placard—"Do not spit on the floor; to do so may spread disease."
4401	Patron's parcel-post mailing certificate.
4402	Tag—Customs declaration parcel-post.
4505	Register of arrival and departure of mails rural-delivery lock-pouch service. (Furnished only to offices having rural-delivery lock-pouch service.)
4505½	Monthly report of irregularities in the rural-delivery lock-pouch service. (Furnished only to offices having rural-delivery lock-pouch service.)
5035	Postmaster's record of arrival and departure of railway postal clerks; pamphlet form. (Furnished only to offices at which postal clerks register in and out.)
5502	Rural-delivery carrier's trip report.
5502½	Rural-delivery carriers' trips, postmaster's monthly report.
5573	Patron's name and address slip; in tablet form. (For use at rural-delivery offices.)
5581	Penalty postal card—Postmaster's notice to addressee on rural route that certain mail is held at delivering office because the required postage was not paid thereon before mailing. (For use at rural-delivery offices.)
5602	Report of rural carriers' leave with pay.
9005	Oath of post-office employee—clerks, special-delivery messengers, rural and city letter carriers, etc.
	Facing slips (blank).

NOTE.—The Department does not furnish printed facing slips to offices of the fourth class. Such facing slips may be purchased at the expense of the postmaster at the rate of 7 cents per thousand from the Feist Printing Company, White Haven, Pa., to whom all correspondence on this subject should be addressed. The contractor will not print less than 1,000 of each form; and transportation charges must be paid by the purchaser. (See section 326, Postal Laws and Regulations, 1902.)

STATIONERY AND MISCELLANEOUS ARTICLES.

Item No.	Description.
41	Indelible pen semicarbon paper, for use in issuing money orders at offices authorized to transact money-order business—two sizes: (a) $3\frac{1}{2}$ x $8\frac{1}{2}$ (domestic); (b) 7 x $8\frac{1}{4}$ (international). Always state size desired.
42	Carbon paper (black), for use in connection with Forms 1549B, 3539, and 3853—three sizes: $7\frac{1}{2}$ x 15 (Form 1549B); 9 x 15 (Form 3539) and $7\frac{1}{2}$ x $7\frac{3}{4}$ (Form 3853). Always state size desired.
136a	Memorandum book; $4\frac{1}{4}$ x $6\frac{3}{4}$; faint lined, indexed through. (Furnished for the use of rural carriers as a route book.)
230	Writing fluid (ink). (Furnished only to offices authorized to transact money-order business.)
280	Steel pens; manifold No. 1, for use in issuing money orders. (Furnished only to offices authorized to transact money-order business.)
304	Pencil; indelible, copyable. (Furnished for the use of rural carriers only.)
370c	Rubber block cushion, for use when stamping letters. (Furnished only to offices using steel postmarking stamps.)
422	Tin strips, for use when issuing money orders—two sizes: (a) $3\frac{1}{2}$ x $8\frac{1}{2}$ (domestic) and (b) 7 x $8\frac{1}{4}$ (international). Always state size desired.
661	Canceling ink, for use with rubber postmarking stamps.
670	Inking pad for rubber stamps—inked (red).
671	Inking pad for rubber postmarking stamps (not inked), $3\frac{1}{4}$ x $6\frac{1}{4}$.
672	Inking pad for rubber postmarking stamps (not inked), 2 x $3\frac{3}{4}$.
690	Canceler; made of hard wood. (Furnished to offices using postmarking stamps without canceling attachment.)
785	Canceling ink, for use in connection with steel postmarking stamps.
799	Inking pad, round, made of printer's roller composition, for use with steel stamps.
852	Letter balance (scale); capacity, 8 ounces, $\frac{1}{2}$ -ounce graduations.
853	Letter scale; capacity, 4 pounds, $\frac{1}{2}$ -ounce graduations.
1150	Jute twine, for use in tying mail; furnished in balls, 2 balls to the pound.
1524	Liquid glue, for repairing rubber stamps, furnished in 1-ounce tubes.

**MONEY-ORDER SUPPLIES FURNISHED TO OFFICES OF THE FOURTH
CLASS AUTHORIZED TO TRANSACT MONEY-ORDER BUSINESS.**

DOMESTIC.

Description.

RECORD BOOKS.

Form No.

- | | |
|---|--|
| L | Register of money orders issued. |
| M | Register of advices received. |
| N | Cash book. This book will ordinarily answer for a period of about three years. |

MISCELLANEOUS FORMS.

- | | |
|-------|--|
| XI | Register of money-order offices. (Published annually.) Sent to all money-order offices without requisition. |
| 6000 | Domestic money-order and registry advertising placard. (To be posted conspicuously for public information.) |
| 6001 | Application for a domestic order. (For use of the person who desires to procure an order.) |
| 6001B | Same as No. 6001, with Spanish translation. (For use of offices in Porto Rico or other Spanish-speaking localities.) |
| 6001C | Same as No. 6001, with Italian translation. (For use in localities containing Italian residents.) |
| 6002 | Application to Department for duplicate of an order supposed to be lost or destroyed. |
| 6003A | Application for warrant for payment of invalid domestic order which has not been paid within one year from the last day of the month of issue. |
| 6004 | Copy of advice. (To be filed in lieu of original when original has been withdrawn from the files.) |
| 6006 | Letter of inquiry and second advice. (For use in correcting errors, supplying missing advice, etc.) |

STATEMENT SHEETS.

- | | |
|-------|--|
| 6010 | For use when a single sheet, having summary on back, will contain all the issues and all the payments. There is space for 75 orders issued and 60 orders paid. |
| 6010C | Same as 6010, with Spanish translation. (For use of domestic offices in Porto Rico.) |

CONTINUATION SHEETS.

NOTE.—Two kinds of extra sheets (called "continuation sheets") are provided to meet the requirements of offices and stations which need more than the single summary sheet (No. 6010). The use of each is described below. Order only such continuation sheets as you actually need and can use economically. These blanks contain no space for summary.

- | | |
|-------|--|
| 6010A | Both sides for description of issues only. |
| 6010B | Both sides for description of payments only. |

MISCELLANEOUS FORMS.

- | | |
|-------|---|
| 6021 | Remittance letter for surplus money-order funds. |
| 6024 | Notification of transfer of funds. |
| 6028 | Certificate of postmaster at office upon which an order was drawn that original advice was not received. |
| 6033 | Application to Department for special draft on New York for payment of orders when funds are exhausted. Not for offices having a credit at New York. (See No. 6035 and 6054.) |
| 6035 | Application for renewal of credit at New York. (For use of offices only which are granted a credit at New York.) |
| 6036 | Special notice to paying postmaster of repayment of a domestic order at office of issue. |
| 6037 | Department notified of issue of money orders in amount \$200 or more. |
| 6053C | Requisition for bound blank money-order and advice forms, consecutively numbered. |
| 6054 | Requisition for book of blank drafts on New York. (For use of offices only which are granted a credit at New York.) |
| 6066 | Correspondence slip. (Ruled.) |

Form No.	Description.
6075	Notice from paying postmaster to payee to present an unclaimed order, the unpaid advice being on file.
6089	Notice to issuing postmaster that an order remains unpaid, unpaid advice being on file.
6092	Notice to remitter that order remains unpaid after two weeks from date of issue.
6193	Correspondence card; inquiry regarding date of payment of an order, with space for reply.
6387	Rural carrier's money order receipt book. (For rural delivery offices only.)
6387A	Requesting payment of money order through rural carrier. (For rural delivery offices only.)
6625	Advertising cards for general distribution.
6686	List of unpaid domestic advices remaining unpaid for one year from date of issue.
	Money-order cutters, for use when issuing money orders in tearing them from stub in book.

INTERNATIONAL.

The following blanks and books, in lieu of or in addition to those furnished for use in connection with domestic business, are furnished to offices of the fourth class authorized to transact international money-order business:

Form No.	Description.
	RECORD BOOKS.
L ¹	Register of orders issued, domestic and international combined.
M ¹	Register of advices received, domestic and international combined.
N ¹	Cashbook, international office. (Not for depository offices.)
XIV	List of money-order offices in foreign countries. (State reason for requisition.) Furnished to all international offices when published.

STATEMENT SHEETS.

6011	For international offices and stations where a single sheet is sufficient for all business. (Contains space for 75 issues and 60 payments in addition to summary.)
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CONTINUATION SHEETS.

NOTE.—The blanks described below are to be used as continuation sheets by such offices as require more than one sheet. These blanks contain no space for summary.

6013	Extra sheet for description of issues only. (Ruled.)
6014	Extra sheet for description of payments only. (Ruled.)

MISCELLANEOUS FORMS.

6079	Money order, in which alteration made in process of issue, returned to office of issue for adjustment.
6083	Supplemental international advice, for use of remitter in furnishing address in foreign language.
6309	German card order. (Not used in other than German business.)
6513	Copy of money order cashed at an office other than that on which it is drawn.
6542	Money order cashed at an office other than that on which it is drawn, notice to paying postmaster.
6585	Exchange of irregularly issued money orders between post-offices.
6684	Inquiry of remitter concerning disposal of an order issued in United States payable abroad.
6700	International money-order advertising placard.
6701	Application for international order, all nationalities.
6701A	Application, with Spanish translation.
6701B	Application, with French, Belgium, or Switzerland translation.
6701C	Application, with German or Austrian translation.
6701D	Application, with Italian translation.
6701E	Application, with Danish or Norwegian translation.
6701F	Application, with Swedish translation.
6701G	Application, with Netherlands translation.

Form No.	Description.
6701H	Application, with Japanese translation.
6701I	Application, with Austrian, German, or Russian (Polish) translation.
6701J	Application, with Russian translation.
6701K	Application, with Greek translation.
6701M	Application, with Hungarian translation.
6702	Duplicate advice of international order. (Used generally in response to application therefor from an exchange office.)
6706	Notice to payee requesting him to present international order for payment.
6749A	Combined conversion table.
6752	Application to exchange office for duplicate or corrected advice.
6753	Application to Department for duplicate of international order, France excepted.
6753A	Application to Department for duplicate of international order payable in France.
6759	Application to Department for authorization to repay an international order.
6760	Exchange office requested to correct error in advice of order issued in United States.

MONEY-ORDER OFFICES WITH STATIONS.

Offices of the fourth class maintaining stations authorized to transact money-order business are furnished, for use in connection with such stations, the following blanks and books:

Form No.	Description.
N ³	Cashbook for depositories only. (5 qr.)
O	Blank certificates of deposit, not numbered, intended to take the place of such certificates as may be spoiled in process of issue; for use also as triplicates, etc., when original or duplicate is mislaid.
O ¹	Certificates of deposit, 125 certificates in duplicate to a volume, consecutively numbered, name of depository printed in certificates. In ordering, give numbers now on hand and numbers desired.
Q	Register of deposits received. (For offices receiving deposits from stations only.)
6011A	Summary sheet for office having stations, but which is not a depository for other offices.
6019A	Transcript of cash account. (Daily report of M. O. B. to or by main office.)
6025	Memorandum of remittances received.
6034	Application by a station to main office for funds.

CARRIERS' SATCHELS, STRAPS, ROUTING TABLES, AND STOOLS FOR USE IN CONNECTION WITH THE RURAL-DELIVERY SERVICE.

Carriers' canvas or leather delivery satchels (one size only): For the use of rural carriers in delivering mail on their routes. In making requisitions for these satchels specify "rural carriers' delivery satchels." Do not designate them as "mail bags" or "mail pouches," as these articles are supplied by the Second Assistant Postmaster-General (Division of Equipment). One delivery satchel is sufficient for each rural carrier, as newspapers, etc., may be strapped together and carried outside of satchel. When satchels become unserviceable, notify this office of the lowest amount for which they can be repaired in your town and await instructions. Unserviceable satchels which can not be economically repaired will be replaced on request.

Shoulder straps for carriers' satchels: As shoulder straps are attached to all satchels sent from this office, requisitions should be made for these straps only when required to replace broken ones.

Carriers' tie straps, 30 inches long: Four straps have been found sufficient for each rural carrier.

Rural carriers' routing tables and stools: (Not supplied by this office to post-offices located in federal buildings or in buildings under lease to the Department, the terms of which leases requires the lessors to provide the necessary furniture for rural carriers.) These routing tables consist of a table 37 inches high, with a distributing case on top of table containing 32 pigeonholes; also, two compartments below the pigeonholes. Height of table and distributing case, 5 feet 9½ inches. No other style of table and distributing case will be supplied by the Department for this purpose. The distributing case which accompanies the table is large enough to contain the daily mail of a rural route. It is not necessary to provide a separate pigeonhole for the mail of each rural patron.

(No. 6053c.)

REQUISITION.

FOR BOOKS OF BLANK

MONEY ORDER AND ADVICE FORMS.

DOMESTIC

OR

INTERNATIONAL.

Make requisitions about 60 days before supply will probably be exhausted, as it requires about 30 days for printer to complete order.

[Do not inclose this Requisition to Auditor, or with Statement.]



Post-office Hayfork,
(Write plainly, or use rubber (not dating) stamp.)

STATION.

Brown County,

Write plainly the
name of
Office, County, and State.

State of Mass.

(Date) Dec 21, 1908.

Fourth Assistant Postmaster-General,
Division of Supplies, Washington, D. C.

Sir: Please cause to be forwarded for the use of this office, an additional supply of

Domestic blank money order and advice forms.

(Write "DOMESTIC" or "INTERNATIONAL," as case may be.)

The unused money orders now on hand, which have not been issued, are numbered consecutively from No. 9875 to No. 10000

inclusive, leaving 127 orders yet to be issued, and it is thought that this present supply will last about 40 days.

(Be careful to fill in the above space.)

During the last thirty (30) days this office issued _____ orders.

(Write number of Orders issued.)

Number of books received on last requisition, 4 numbered from 9201 to 10000

Date last books were received, June 9, 1908

Respectfully,

Ascertain how many orders you have issued in the last 30 days; estimate therefrom the number required to last you 60 days and when your present supply is reduced to such latter number make a requisition. Make requisition for carbon slips on Form 1580.

John Smith

Postmaster.

NOTE.—Postmasters will use this blank in making requisitions for books of blank Money Order forms, whether Domestic or International; and postmasters at international offices will use separate blanks if they have occasion to request Domestic and International books of forms at the same time.

A postmaster should not allow his stock of blanks to become exhausted, but should make timely application for a new supply.

SEC. 908, P. L. and R.—Postmasters must keep their stock of blank Money Order forms in their own custody, under lock and key, in some place of security, to which unauthorized persons can not have access, and they will be held responsible for any loss which the Department may suffer arising from fraud made possible through a disregard of this regulation.

Do not send this requisition by registered mail. If the books fail to arrive within 30 days, make another requisition, and write the word "duplicate" across the face of the blank.

MONEY ORDER AND ADVICE FORMS.

Use requisition Form 6053c when ordering money order and advice forms, care being taken that all information and particulars called for on the form are included in the requisition; otherwise the requisition will be returned for completion. (See accompanying sample of properly made up requisition for money-order and advice forms.)

Upon the receipt of a new supply of money-order and advice forms the package should be opened and the forms examined, in order that any mistakes that might have occurred in printing may be detected at once. Be careful that the name of the office is correctly spelled, also that the lowest-numbered form in the new supply follows the last-numbered blank form on hand. Should errors be discovered, return the forms at once, by registered mail, pointing out the defect noted, to the Fourth Assistant Postmaster-General, Division of Supplies, when new books will be sent without delay to replace the defective ones.

Carbon paper, for use in connection with money-order and advice forms, should be ordered by separate requisition on Form 1580a.

Form No. 1579.

Read carefully the instructions on margin. Requisitions not properly filled out will be returned for correction.

Send this order to the Fourth Assistant Postmaster-General,
Division of Supplies.

REQUISITION FOR OFFICIAL AND REGISTRY ENVELOPES.

Post office, *Tarrytown*.
(Write plainly and in full. Rubber stamp may be used.)
ATTENTION.

State here: County *Cook*,

Class of office *Fourth*
(As 1st, 2d, 3d, or 4th.)

Annual salary, *\$800* State *Pa.*

City delivery No. Date *Dec. 28, 1908*
(Yes or no.)

No. of stations *None*.

No. of letters registered last year *250*

No. of parcels registered last year *75*

No. rural routes *Three*.

No. R. P. O. clerks paid *None*.

How many money orders have you issued during the past three months?

Issued.

Paid.

Domestic *305* *210*

International *75* *80*

Post-marking
stamp here.

1. Name of post-office, county, and State must be written plainly and in full. Rubber stamp may be used.
2. Impression of postmarking stamp must be made in circle as indicated.
3. Class of office, salary, number of city stations, number of rural routes, and all other information called for on this requisition must be accurately given.
4. Enter envelope numbers in proper order as given in list—for example: 1, 4, 10, 37, 87, or 1, 4, 10, 17, 92, and so on, as the case may be, depending upon the kind of envelopes required.
5. As a basis for calculation, the Department insists that the quantity used per week, the quantity on hand, and the quantity required for six months or one year be accurately given in all cases.

Envelope No.	Quantity used per week.	Quantity on hand.	Quantity required for six months.	Quantity required for one year.	Leave this column blank.	Remarks.
1	10	150	300		
4	5	75	250		
5	5	10	250		
10	10	150	300		
15	5	250		
17	1	5	25		
37	2	180		
40	1	50		
47	1	25	50		
52	2	25	75		
87	0	80	300		
89	1	12	50		
92	2	15	100		
91	1	50		
94	1	4	50		

(Sign requisition on reverse side.)

.....
Postmaster.

OFFICIAL AND REGISTRY ENVELOPES AND TAGS.

Use yellow requisition Form 1579 when ordering from this list, care being taken that all information and particulars called for on the form are included in the requisition; otherwise the requisition is incorrectly submitted and will be returned for completion. (See accompanying sample of properly made up requisition for envelopes.)

Envelopes must be ordered by number, and must follow on the requisition form in numerical sequence. Order only such envelopes as the class of office is entitled to use.

Postmasters at offices of the fourth class should endeavor to order envelopes in sufficient quantities at one time to meet their requirements for one year.

Official envelopes will have the return card of the office printed thereon when, in the opinion of the Department, it is necessary.

Under no circumstances will envelopes be supplied in sizes other than those given in this list.

"N" and "P" envelopes are no longer supplied. The No. 37 or No. 65 envelope should be used for forwarding the statement of second-class postage collected, with copies of receipts, to the Third Assistant Postmaster-General.

Official envelopes furnished to offices of the fourth class.

No.	No.
1 (For offices with rural carriers.)	46
4	47 (For offices doing money-order business.)
5	52 (For offices doing international money-order business.)
10 (For offices doing money-order business.)	57
13	89
17	91
37	92
38 (For rural delivery offices.)	94
41 (" " " ")	
44 (For offices doing money-order business.)	




DESCRIPTION OF OFFICIAL AND REGISTRY ENVELOPES.

Envelope No.	Size.	Sample of printing on envelopes, which is in addition to return card and penalty clause.	Usage, and to what offices furnished
1	2½ x 3¾ Route No.	For sending receipts to purchasers of money orders. Furnished rural delivery offices.
4	3½ x 6	For general official correspondence. Furnished all offices.
5	3¾ x 6	Postmaster.....County.	For general official correspondence between postmasters. Furnished all offices.
10	3¾ x 6¾	Postmaster.....County. <div style="border: 1px solid black; padding: 2px; display: inline-block;">M. O. B.</div>	For sending domestic money-order advices to paying offices. Furnished offices authorized to transact money-order business.
13	3¾ x 8¾	For general official correspondence. Furnished all offices.
17	3¾ x 8¾	Contents. Auditor for the Post-Office Department, Washington, D. C.	For sending quarterly postal accounts and general official correspondence to the Auditor. Furnished all offices.

DESCRIPTION OF OFFICIAL AND REGISTRY ENVELOPES—Continued.

Envelope No.	Size.	Sample of printing on envelopes, which is in addition to return card and penalty clause.	Usage, and to what offices furnished.
37	3 $\frac{1}{8}$ x 8 $\frac{1}{8}$ Assistant Postmaster-General, Washington, D. C. Division of.....	For sending correspondence and other papers to divisions of the Department for which no special envelope is provided. Furnished all offices.
38	3 $\frac{1}{8}$ x 8 $\frac{1}{8}$	Fourth Assistant Postmaster-General, Division of Rural Delivery, Washington, D. C. (Carriers' Trip Reports.)	Exclusively for sending trip reports of rural carriers to the Fourth Assistant Postmaster-General, Division of Rural Delivery. Furnished rural delivery offices.
41	3 $\frac{1}{8}$ x 8 $\frac{1}{8}$	Postmaster..... (Cashier's office.)	Exclusively for sending vouchers of rural carriers to paying offices. Furnished rural delivery offices.
44	3 $\frac{1}{8}$ x 8 $\frac{1}{8}$	○ M. O. Statement.....100- Auditor for the Post-Office Department, Washington, D. C. <div style="border: 1px solid black; padding: 2px; display: inline-block;">M. O. B.</div>	Exclusively for sending money-order statements to the Auditor. Furnished all offices authorized to transact money-order business.
46	3 $\frac{1}{8}$ x 8 $\frac{1}{8}$	Postmaster..... <div style="border: 1px solid black; padding: 2px; display: inline-block;">Postal Funds.</div>	Used for remitting postal funds. Furnished all offices.
47	3 $\frac{1}{8}$ x 8 $\frac{1}{8}$	Postmaster..... <div style="border: 1px solid black; padding: 2px; display: inline-block;">M. O. Funds.</div>	For sending money-order remittances to depositories. Furnished offices authorized to transact money-order business.
52	4 $\frac{1}{8}$ x 7 $\frac{1}{4}$	International Exchange Office, M. O. B. For International Advances and German Card Orders.	For sending international money-order advices and German card orders to money-order exchange offices. Furnished offices authorized to transact international money-order business.
87	5 x 10 $\frac{1}{4}$	U. S. P. O. D. Registered Package. <div style="border: 1px solid black; width: 50px; height: 40px; margin: 10px auto;"></div> No. Postmaster at..... County of..... State of.....	For transmitting registered mail matter. Furnished all offices.
89	6 $\frac{1}{4}$ x 11 $\frac{1}{2}$	U. S. P. O. D. Registered Package. <div style="border: 1px solid black; width: 50px; height: 40px; margin: 10px auto;"></div> No. Postmaster at..... County of..... State of.....	For transmitting registered mail matter. Furnished all offices.

DESCRIPTION OF OFFICIAL AND REGISTRY ENVELOPES—Continued.

Envelope No.	Size.	Sample of printing on envelopes, which is in addition to return card and penalty clause.	Usage, and to what offices furnished.
91	6½ x 11½	U. S. P. O. D. Registered Package Jacket.  J. No. Postmaster at..... County of..... State of.....	For transmitting five or more registered package envelopes to one office. Furnished all offices.
92	3½ x 5½	Registered Package. Postmaster at..... No. County of..... State of..... 	Tags for transmitting registered mail matter which can not be inclosed in envelopes 87 and 89. Furnished all offices.
94	8 x 12½	U. S. P. O. D. Registered Package Jacket.  J. No. Postmaster at..... County of..... State of.....	Registered package jacket for transmitting five or more large registered package envelopes addressed to one office. Furnished all offices.

RUBBER AND STEEL POSTMARKING AND CANCELING STAMPS, TYPE, AND MISCELLANEOUS RUBBER STAMPS FURNISHED OFFICES OF THE FOURTH CLASS.

Use blue requisition Form 1567 when ordering from this list, care being taken that all information and particulars called for on the form are included in the requisition; otherwise the requisition is incorrectly submitted and will be returned for completion.

Type (metal and rubber) are furnished singly or in sets. If quantity desired is less than half of set, requisition should call for "single" type, designating those needed to make the set complete.

Postmasters must not use postmarking stamps or canceling ink not furnished by the Department. See Postmaster-General's Order No. 497, of May 19, 1904. Observe caution against using steel-stamp ink on rubber stamps. The oil used in the making of the ink furnished with steel stamps will ruin a rubber one within a few weeks. When a rubber postmarker is furnished to replace a metal one, the latter may be retained for emergency use, but the serviceable ink and inking pads used in connection with the metal stamp should be forwarded by mail to the nearest post-office of the second class for use thereat. Unserviceable ink and pads should be destroyed. Rubber stamp postmarking ink does not affect metal stamps; therefore there is no objection to its use with such stamps.

A rubber stamp, the face of which has become detached from the handle, may easily be repaired by the use of fish glue or rubber cement. A small quantity of glue (item 1524) suitable for repairing rubber stamps will be furnished postmasters upon requisition.

Postmasters requesting to be supplied with rubber postmarking stamps will be furnished with steel stamps when, in the judgment of the Department, the best interest of the service will be subserved thereby.

When a money-order stamp is lost, stolen, or destroyed, or when for any reason it is temporarily out of use, or where a newly established money-order office has not yet been furnished with a money-order dating stamp, the ordinary postmarking stamp may be used.

Item No.	Description.
518a.	Rubber stamp for canceling third and fourth class matter. (Furnished only to offices using steel postmarking stamps.)
550.	Rubber postmarking and canceling stamp, including adjustable type for indicating antemeridian and postmeridian ("A. M." and "P. M.") time, the dates of days in the month, the names of months of the year, and year dates. NOTE.—Item 550 is for use at offices at which the compensation of the postmaster is less than \$300 per annum.
551.	Rubber postmarking and canceling stamp, including adjustable type for indicating the hours of the day, the dates of days in the month, the names of months of the year, and year dates.
552.	Rubber receiving (back) stamp, including adjustable type described under item 551. NOTE.—Items 551 and 552 are for use at offices at which the compensation of the postmaster is more than \$300 per annum; also for use at all offices at which separating service is performed. (State this fact when ordering.)
570.	Money-order or registry dating stamp, including type for indicating dates of days in the month, the names of months of the year, and year dates. NOTE.—When ordering item 570, state whether it is to be used in connection with money-order or registry business. Offices at which the compensation of the postmaster is less than \$500 per annum will not be furnished with item 570 for registry business. Such offices are required to use stock stamp No. 12, reading: "Registered."
635.	Rubber type (pica), face printing "A. M." (antemeridian), "P. M." (postmeridian), dates of days in the month, names of months of the year, year dates—five consecutive years. (Furnished in sets or single type for use in connection with dating stamps, items 550, 551, 552, and 570.)
637.	Rubber (hour) type (pica), face printing "1 A. M.," "2 P. M.," etc., including one type for each twenty-four hours. (Furnished in sets or single type for use in connection with dating stamps, items 551 and 552.)
642.	Rubber (year) type (pica), face printing the date of the year, viz, "1909," "1910," etc. (Furnished offices using modern dating stamps.)
741.	Steel type (in sets), face printing the twenty-four hours of the day, the dates of days in the month, the names of months of the year, and year dates. (Furnished in sets only for use with steel dating stamps.)
744.	Steel type (single), face printing the twenty-four hours of the day, the dates of the days in the month, the names of the months of the year, and year dates. (Furnished in single types to replace others in a set that have become unserviceable. Supplied only to offices having steel dating stamps.)
Other stamps furnished all offices of the fourth class are as follows:	
Stock stamp No. 12, reading: "Registered."	
Stock stamp No. 20, reading: "Forwarded; fee not claimed."	
Stock stamp No. 21, reading: "Fee claimed by office of first address."	
Stamps Nos. 20 and 21 are for use in connection with special-delivery business.	

BLANK FORMS FURNISHED BY OFFICES OTHER THAN THE DIVISION OF SUPPLIES.

Form No.	Description.
4813.	Certificate of special mail carriers' service. To be used in connection with making payments to carriers for service rendered. (Furnished by the Auditor, Pay Division.)
2002A.	Certificate of oath of special mail carrier. (Furnished by the Second Assistant Postmaster-General.)
2006.	Certificate of oath of mail contractors and carriers. (Furnished by the Second Assistant Postmaster-General.)
2813.	Oath of mail messenger. (Furnished by the Second Assistant Postmaster-General.)
2814.	Oath of assistant mail messenger. Forms 2813 and 2814 are used at post-offices having mail-messenger or screen-wagon service. (Furnished by the Second Assistant Postmaster-General.)
4041.	Voucher for the payment of road, bridge, or ferry toll. (Furnished by the Division of Rural Delivery.)

Form No.	Description.
4076.	Bond and oath, rural letter carrier. (Furnished by the Division of Rural Delivery.)
4077.	Bond and oath, substitute rural letter carrier. (Furnished by the Division of Rural Delivery.)
4078.	Oath used for temporary carriers and temporary substitute carriers. (Furnished by the Division of Rural Delivery.)
4113.	Substation voucher, used in payment of clerks in charge of rural postal stations. (Furnished by the Division of Rural Delivery.)
4120.	Rural carriers, special voucher—deductions refunded. (Furnished by the Division of Rural Delivery.)

SUPPLIES INFECTED WITH CONTAGIOUS DISEASE.

The attention of postmasters is called to the following order of the Postmaster-General covering cases where contagious diseases exist in or adjacent to the post-office premises, thereby causing danger of the spread of the disease through the infection of the blanks, books, and other office supplies:

Order No. 1972.]

OFFICE OF THE POSTMASTER-GENERAL,
Washington, December 29, 1908.

Paragraph 5, section 626, Postal Laws and Regulations, edition of 1902, is hereby amended as follows:

"(5) When blanks, books, and other office supplies of a post-office become infected so as to render them liable to communicate smallpox or other contagious disease, permission will be given to burn them upon application being made to the Fourth Assistant Postmaster-General, Division of Supplies. Permission to burn infected stamp supplies will be given upon application to the Third Assistant Postmaster-General, Division of Redemption. The postage stamps, due stamps, stamped envelopes, postal cards, and international reply coupons must be carefully counted in the presence of two disinterested witnesses and an itemized statement of the quantity, denomination, and value, sworn to and attested by the witnesses, forwarded, together with the letter authorizing said destruction of stamp supplies, to the Third Assistant Postmaster-General, Division of Redemption."

FREIGHT SHIPMENTS.

To postmasters at fourth-class offices:

DO NOT PAY ANY FREIGHT OR EXPRESS on any shipment that you receive or make on a Post-Office Department bill of lading.

1. When you receive a bill of lading stating that a shipment has been made, hold the bill of lading and keep a lookout for the shipment or have your mail carrier look out for it at the station, and when it arrives fill in the consignee's certificate of delivery in the lower right-hand corner of the bill of lading showing the name of the railroad from whom you receive the shipment, the weight of the shipment and its condition, and give the bill of lading to the agent when you receive the shipment. The agent will send the bill of lading to his auditor, who will credit his station account and collect the freight from the Department.

2. In case there is no agent at your station, keep a lookout for the shipment or have your mail carrier look out for it and when it arrives have it moved immediately to your office, as the transportation company is not responsible for any loss or damage after a shipment is unloaded at a station where they do not have an agent. When you receive the shipment fill in the bill of lading as instructed in the above paragraph and mail the bill of lading to the consignor or shipper so that it may be surrendered to the agent at point of origin, who will settle the freight through his auditing department.

3. Pay the drayage on the shipment when it is received, filling in the dray ticket that should accompany the original bill of lading, giving all the information that is required and mail the dray ticket to the Fourth Assistant Postmaster-General, Division of Supplies, Washington, D. C., for credit.

4. If there is an agent at your station, observe instructions given above in paragraph No. 1, but if there is no agent at your station observe the instructions given above in paragraph No. 2 as to disposition of the bill of lading after you receive the shipment.

Additional instructions governing shipments made on Post-Office Department bill of lading may be found on the reverse of the bill of lading and in Postmaster-General's Order No. 1545, which follows:
Order No. 1545.]

OFFICE OF THE POSTMASTER-GENERAL,
Washington, July 1, 1908.

Ordered. (1) All postal employees must observe the following instructions to facilitate the dispatch and receipt of equipment and supplies for the postal service:

(2) All shipments by freight intended for the postal service must be made out on Post-Office Department bill of lading (Form No. 1410), such form having been approved by the Comptroller of the Treasury.

(3) Read and observe all instructions on the bill of lading.

(4) Every employee or contractor who issues a bill of lading for the shipment of government property, after carefully preparing the bill of lading (Form No. 1410) and two memorandum copies thereof (Form No. 1412) in accordance with instructions, will deliver to the agent of the transportation company who receives the shipment a shipping order (Form No. 1411). After the bill of lading has been signed by the agent of the transportation company the person issuing said bill of lading will fill out and sign the blank provided thereon for the consignor's certificate of shipment and forward the bill by mail to the consignee. He must also forward, properly receipted, one of the memorandum copies of said bill of lading to the officer designated thereon, with a weekly statement showing the charges made for freight shipped by him. The other memorandum copy is to be retained in the files of the consignor. All copies should be made at one time by means of carb2n.

(5) Great care should be taken to ascertain the correct weight of a shipment before entering the same in the bill of lading.

(6) Any contractor or employee who improperly issues a bill of lading must write across the face of each sheet of the entire set the word "Void" and mail the set to the proper officer.

(7) Any cartage charges advanced at the original point of shipment by a transportation company should be entered on the memorandum bill of lading.

(8) When a shipment is made to a postmaster, he will pay the drayage charges and take a receipt on the dray-ticket form inclosed with the bill of lading. If the officer or employee to whom the shipment is made is not a postmaster, he will pay the drayage charges and present the receipted dray ticket to the postmaster at place of destination, who will refund to him the amount paid. Postmasters will be credited by the Department in the settlement of their accounts with the amounts paid for drayage and amounts refunded by them to other officials upon the presentation of proper receipts.

(9) Postmasters must keep a record of dray tickets, on which no freight charges must be paid.

(10) This arrangement for the payment of drayage charges at destination does not supersede or affect any previous arrangement made with transportation companies for the payment of drayage charges on shipments for the postal service.

(11) No payment of any kind should be made by an officer or employee of the postal service for freight charges on a shipment covered by a Post-Office Department bill of lading.

(12) Upon receipt of the original bill of lading, check carefully, noting in space provided on reverse side thereof the condition and weight of shipment. Do not fail to give all the information required in consignee's certificate of delivery.

(13) Should the original bill of lading fail to reach the consignee before the receipt of the shipment, he will issue a receipt (Form No. 1419) to the agent at destination, stating that the receipt is given because bill of lading No. — has not come to hand.

(14) All charges for freight must be settled on original bill of lading through auditing department of the transportation company making further delivery of shipment.

(15) In case the original bill of lading should be lost a certificate of shipment may be issued by the proper officer upon an application made by the consignee or the agent of the delivery transportation company, or both, if convenient. When such certificate of shipment is issued in lieu of the original bill of lading for settlement, it must be handled in the same manner as the bill of lading.

(16) All freight charges must be adjusted by the Department on original bill of lading, or the certificate of shipment above referred to, accomplished and vouchered on the Post-Office Department form of voucher for transportation of freight, certified by the proper officer of the transportation company.