

TO BE PRESERVED

POST OFFICE DEPARTMENT  
FOURTH ASSISTANT POSTMASTER GENERAL  
DIVISION OF EQUIPMENT AND SUPPLIES

JULY 1, 1917

---

# List of Postal Supplies

FURNISHED POST OFFICES OF THE

## Fourth Class

---

### NOTICE

This List of Postal Supplies has been prepared and printed at considerable expense to the Department and must be referred to each time a requisition is made on the office of the Fourth Assistant Postmaster General for supplies.



WASHINGTON  
GOVERNMENT PRINTING OFFICE  
1917

**Contributed By Mike Ludeman**  
**Downloaded from StampSmarter.com**



Page 2:  
Inside front cover blank

Upon receipt of this catalogue all previous editions containing conflicting instructions should be promptly disposed of as waste paper.

## GENERAL INSTRUCTIONS CONCERNING THE ORDERING OF SUPPLIES.

POSTMASTERS WILL CAREFULLY READ AND STRICTLY ADHERE TO ALL INSTRUCTIONS IN THE FOLLOWING PARAGRAPHS.

1. Postmasters are required to use specially designated forms when making requisition for certain supplies, and repeated failure on their part will be regarded as a serious delinquency, which in every case will be charged against their record. The utilizing of letterheads and miscellaneous scraps of paper in lieu of the forms provided by the department is objectionable, and it must not be done except in cases of emergency.

2. It is important that every requisition be properly filled out to include the particulars and information called for in the several blanks and columns, and the postmarking stamp must be impressed clearly in the space provided therefor.

3. All changes affecting the list of supplies contained herein will be published in the monthly supplements to the Official Postal Guide and postmasters should from time to time revise their catalogue accordingly.

### FORMS FURNISHED BY OFFICES OTHER THAN THE DIVISION OF EQUIPMENT AND SUPPLIES.

Order by number as listed.

Description.

Form No.

#### **Application to be made to First Assistant, Division of Postmasters' Appointments, for the following forms:**

- |      |   |
|------|---|
| 1020 | Quarterly report of postmasters at offices of the fourth class. |
| 1183 | Petition for establishment of post office.                      |
| 1185 | Location of proposed post office.                               |
| 1191 | Proposed location of post office (change in site).              |

#### **Application to be made to Third Assistant, Division of Classification, for the following form:**

- |      |   |
|------|---|
| 3506 | Compilation of the Postal Laws and Regulations pertaining to second-class matter. |
|------|---|

#### **Application to be made to Third Assistant, Division of Stamps, for the following form:**

- |      |   |
|------|---|
| 3238 | Receipt for stamped paper from discontinued post offices. |
|------|---|

#### **Application to be made to Third Assistant, Division of Registered Mails, for the following form:**

- |      |  |
|------|--|
| 3848 | Annual report to Third Assistant, Division of Registered Mails, of matter registered, insured, and sent C. O. D. |
|------|--|

#### **Application to be made to Third Assistant, Division of Money Orders, for the following forms:**

- |       |  |
|-------|--|
| 6834  | Authorization of assistant postmaster or clerk to act as postmaster in the absence of the latter at offices having money-order credit with the postmaster at New York. |
| 6848b | Agreement of postmaster and sureties to be responsible for payment of checks used in remitting surplus money-order funds.  |
| 6993  | Receipt of a postmaster to his predecessor for money-order books, blanks, etc.   |
|       | Money-order drafts.  |



Order by number as listed.

Form No.

Description.

**Application to be made to Fourth Assistant, Division of Rural Mails, for the following forms:**

- 4041 Voucher for payment of road, bridge, or ferry toll.  
 4076 Bond and oath, rural letter carrier.  
 4120 Rural carrier's special voucher—deductions refunded.  
 4133 Certificate of oath of special mail carrier. (Formerly 2006a.)  
 4156 Monthly star route weight report.

**Application to be made to Auditor for Post Office Department for the following forms:**

- 1600 Special salary voucher. (To be used in exceptional cases when voucher of principal can not be obtained.)  
 4813 Certificate of special mail carrier's service. (To be used in connection with making payments to carriers for service rendered.)

**SUPPLIES FURNISHED TO POST OFFICES OF THE FOURTH CLASS.**

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 it will be returned for completion. (Postmasters should not fail to postmark all requisitions for supplies.)

**GENERAL SERVICE BLANKS AND BOOKS.**

Order by number as listed.

Form No.

Description.

- X 1510 Particulars of complaint for information of chief inspector concerning loss or damage to mail matter.  
 ✓ 1516 Card—Inquiry for ordinary registered, insured, and C. O. D. mail matter.  
 ✓ 1518 Card—Notifying patron that certain missing mail matter can not be located, or has been delivered to addressee.  
 X 1520 Card—Notifying patron no mail at post office addressed to him.  
 1521 Card—Reply to inquiry concerning dead letters.  
 1522½ Statement—Weekly return of unmailable letters to Division of Dead Letters.  
 1526a Voucher for clerk hire. (Quarterly account.)  
 1526p General voucher for articles purchased or service performed. (Quarterly account.)  
 1538 Receipts for box rents. (In books of 200, 400, and 600 receipts.)  
 1546 Semimonthly pay roll for R. P. O. clerks, 9½ by 12 loose leaf. (Furnished to offices paying R. P. O. clerks.)  
 1547 Acting or substitute railway postal clerks semimonthly pay roll, 9½ by 12 loose leaf. (Furnished only to offices paying R. P. O. clerks.)  
 1548 Quarterly abstract of payments to railway postal clerks. (Furnished only to offices paying R. P. O. clerks.)  
 1548a Railway postal clerks' quarterly pay voucher. (Furnished only to offices paying R. P. O. clerks.)  
 1549 Quarterly pay voucher for acting or substitute railway postal clerk. (Furnished only to offices paying R. P. O. clerks.)  
 1557 Abstract of vouchers for payments for miscellaneous items, R. M. S.; quarterly account. (Furnished only to offices paying R. P. O. clerks.)  
 4 f 1558 Quarterly postal account.  
 1558½ Postal account and record book.  
 1564 Postmaster's directory of changes in addresses on rural routes emanating from his office. (Indexed.) Rural carriers should use item 136.  
 1567a Requisition for ordering postmarking, miscellaneous, rubber, and steel stamps.  
 1576a Book—Record of mails received and dispatched.  
 1579 Requisition for ordering official and registry envelopes.  
 X 1580a Requisition for ordering general supplies.  
 1765 Mail—Messenger's monthly voucher.  
 1800 Placard—Notice to public relative to proper address on mail.  
 2113 Oath of mail messenger (used at post offices having mail messenger or screen wagon service).



Order by number as listed.

Description.

Form No.	Description.
2203	Report of Alaskan star route service to the Second Assistant, Division of Railway Adjustments.
2226	Monthly report of steamboat service to the Second Assistant, Division of Railway Adjustments.
2240	Monthly report of electric and cable car service to the Second Assistant, Division of Railway Adjustments.
2242	Monthly report of mail-messenger service to the First Assistant, Division, of Post Office Service.
2914	Placard—Information relative to Parcel Post Service.
2965	Patron's foreign parcel-post mailing certificate.
2966	Tag—Customs declaration, parcel post.
2967	Tag—Declaration of French and foreign customs.
3044	Letter of transmittal to accompany deposits of postal funds.
3200	Price list of stamped envelopes and newspaper wrappers.
3203	Requisition of district postmaster on central postmaster for postage stamps and stamped paper.
3203d	Placard—Notice that the department furnishes to the public books containing postage stamps.
3326	Quarterly stamp account.
3501	Application for entry of publication as second-class matter. (Act of Mar. 3, 1879.)
3501a	Application for admission of foreign publications to the United States mail at second-class postage rates.
3501b	Application for entry of a publication as second-class matter under Acts of June 6, 1900, and August 24, 1912.
3501c	News agents' application for registration for mailing publications at second-class postage rates.
3503	Permit issued by postmaster authorizing temporary mailing of periodical publications as second-class matter.
3503a	Follow sheet for use with Form 3503.
3526	Semiannual statement of ownership, etc., of newspapers.
3539	Book—Postmaster's record in triplicate of second-class matter mailed and postage collected thereon.
3540	Card—Notice to sender that printed matter or parcel can not be delivered and requesting postage be sent for its return.
3548	Card—Notice to addressee that certain mail is held for postage and requesting that postage be sent for forwarding.
3551a	Quarterly statement to Third Assistant, Division of Classification, of newspaper and periodical postage collected and amount of free county circulation.
3578	Tablet—Notice to publisher concerning undeliverable second-class matter. (Tablets of 100 each.)
3579	Label for returning second-class matter to publisher.
3580	Report to the Third Assistant, Division of Classification, of the receipt of unrated short-paid matter.
*3601	Permit to mail matter without postage stamps affixed under Section 459, P. L. & R.
*3602	Statement of mailings of matter without stamps affixed.
*3603	Book—Blank receipts for postage collected on matter mailed without stamps affixed; in duplicate form for carbon process.
*3605	Jacket—Certificate of postage collected on matter mailed without stamps affixed; for quarterly report to auditor.
*3609	Record of matter mailed without stamps affixed; loose-leaf 9½ by 12.
*3612	Application for permit to mail matter without stamps affixed.
*3613	Statement of mailings to be furnished monthly to mailers.
3953	Postmaster's record of special-delivery matter received—pamphlet form.
3954	Receipt for special-delivery matter delivered at post office.
3955a	Notice to rural patron that special-delivery letter undeliverable by carrier is placed in addressee's private mailing box.
3965	Card—Notice to sender that a package is unmailable.
3982	Memorandum of forwarding order; card 4½ by 6½.

\* Furnished only to offices authorized by the Third Assistant, Division of Classification, to receive mailings of matter without stamps affixed.



Order by number as listed.

Form No.	Description.
3983	Card-Inquiry as to whether certain mail can be delivered at another office.
4155	Monthly report of Star route service to Fourth Assistant, Division of Rural Mails.
4232	Patron's name and address slip, in tablet form.
4233	Card—Notice of mail held for postage.
4240	Rural carrier's monthly trip report. (To be retained by postmaster.)
4241	Rural carrier's monthly trip report to the Fourth Assistant Division of Rural Mails.
4251	Rural carrier's monthly salary voucher.
4252	Rural carrier's quarterly voucher.
4253	Substitute rural carrier's salary voucher.
4254	Clerk in charge voucher. (For rural-delivery station.)
4256	Application for payment, without administration, of salary due a deceased rural carrier.
4620	Requisition for Postal Savings certificates.
9005	Oath of post-office employees.

## PARCEL-POST FORMS.

+ 3811	Return receipt card for registered and insured mail.
3812	Application for indemnity for lost or damaged, insured, or C. O. D. parcel.
3813a	Sender's receipt for insured mail.
3815	C. O. D. parcel-post bulk receipt.
3816	C. O. D. parcel-post tag.
3817	Sender's receipt for ordinary fourth-class parcel.
3818	Card—Authorization to cancel or change charges on a C. O. D. parcel.
3819	Card—Inquiry concerning Form 3812.

## REGISTRY BLANKS AND BOOKS.

3805	Window registration book (300 entries in duplicate).
+ 3806	Quick registration receipt—8 to a sheet.
+ 3807	Sixty-entry line record for use with Form 3806.
3811	Return receipt—Same as 3811 under parcel-post forms. <b>Do not duplicate request.</b>
3829	Registry transit book (about 3,000 entries).
+ 3830	Registry dispatch receipt card.
3836	Tracer for registered mail.
3840	Placard—Notice to register, insure, or send C. O. D. valuable mail.
3849	Delivery notice—Registered, insured, and C. O. D.
3850	Registry delivery book (625 deliveries).
3852	Manifold dispatch record (10-entry page). Furnished in loose-leaf or book of 300 pages. (Used only where five or more registered articles are frequently dispatched.)
3896	Rural carrier registration book (25 receipts in duplicate).

## MONEY-ORDER BLANKS AND BOOKS.

## DOMESTIC.

## RECORD BOOKS.

+ L	Register of money orders issued.
+ M	Register of money orders paid.
N	Cashbook.
XI	Register of domestic money-order post offices. (Published annually.)

## MISCELLANEOUS FORMS.

+ 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.)

+ The use of blanks preceded by (†) must be specially authorized by the Third Assistant, Division of Registered Mails, to whom written application should be made and approved before requests for such blanks are included in requisitions on the Division of Equipment and Supplies.

See "Registry blanks and books" for other forms, which are used alike for the registry, insurance, and C. O. D. services.



Order by number as listed.

Form No.	Description.
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.
6002a	Slip—Record of application for duplicate money order.
6003a	Application for warrant for payment of invalid domestic order which remains unpaid after one year from the last day of the month of issue.
6004	Particulars of coupon or advice withdrawn from files.
6006	Application for separate advice of money order.

---

MONEY ORDER ACCOUNT SHEETS.

X 6010	For use when a single sheet, having summary on back, will contain all the issues and all the payments. There is space for 150 orders issued and 100 orders paid.
6010c	Same as No. 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.
X 6021	Remittance letter for surplus money-order funds.
6021a	Coin sacks for money-order use. (These sacks to be obtained from your money-order depository.)
6024	Notification of transfer of funds.
6028	Certificate of P. M. at office upon which a money order was drawn that advice was not received.
6033	Application to department for special draft on New York. For payment of orders. (Not for offices having a credit at New York.) See Nos. 6035 and 6054.
6035	Card—Application for renewal of credit at New York. (For use of offices only which have a standing credit at New York.)
6036	Special notice of repayment of a money order drawn on a domestic form and payable in a foreign country operating on the domestic basis. (Not required when orders are made payable in the United States.)
6053c	Requisition for blank money-order forms, consecutively numbered.
6054	Card—Requisition for books of blank drafts on New York. (For use of offices only which have a standing credit at New York.)
6066	Correspondence slip (ruled).
6116	Bond of indemnity.
6126	Notice to issuing postmaster of the payment of a money order at an office other than on which it is drawn.
6193	Correspondence card—Inquiry regarding date of payment of an order, with space for reply.
6339	Gummed slip—For signature of remitter who is also payee, to be affixed to back of separate advice Form 6006.
6387	Money-order receipt book. (For rural carriers only.)
6387a	Requesting payment of money order through carrier. (For rural carriers only.)
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.
6588	Exchange of irregularly issued money orders between post offices.
6625	Advertising cards for general distribution. (3½ by 5½.)



## INTERNATIONAL.

Order by number as listed.

Form No.

Description.

The following blanks and books, in lieu of or in addition to those described above, are furnished to offices of the fourth class authorized to transact international money-order business:

## RECORD BOOKS.

- L<sup>1</sup> Register of orders issued, domestic and international combined.  
 M<sup>1</sup> Register of orders paid, domestic and international combined.  
 N<sup>1</sup> Cash book, domestic and international combined. (For all international offices, including depositories.)  
 XIV List of money-order offices in foreign countries. (State reason for requisition.) Furnished to all international offices when published.

## MONEY ORDER ACCOUNT SHEETS.

- 6011 Summary sheet for international offices and classified stations attached thereto. Use 6013 for issues and 6014 for payments.  
 6013 Sheet for description of issues only. (Specify **ruled** or **unruled**.)  
 6014 Sheet for description of payments only. (Specify **ruled** or **unruled**.)

## MISCELLANEOUS FORMS.

- 6083 Supplemental international advice, for use of remitter in supplying address in foreign language.  
 6309 German card order. (For use with orders payable in Germany or Apia.)  
 6684 Inquiry of remitter concerning disposal of an order issued in United States payable abroad.  
 6686 Monthly list of unpaid invalid international advices.  
 6700 International money-order advertising placard. (11 by 15½.)  
 6701 Application for international order, all nationalities.  
 6701b Application, with French, Belgian, or Swiss 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.  
 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.  
 6701n Application, with Croatian 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. (France only.)  
 6759 Application to department for authorization to repay an international order.  
 6760 Exchange office requested to correct error in advice of order issued in the United States.

## MONEY-ORDER OFFICES WITH STATIONS.

Offices of the fourth class maintaining branches or stations are furnished for use in connection with such stations, the following blanks and books:

- P Acknowledgment of funds received on money-order account. (For use of branches or stations in acknowledging funds received from main office.)  
 6019a Daily report of branch or station to main office.  
 6034 Application by a branch or station to main office for funds.



POSTAL SAVINGS BLANKS AND BOOKS.

Form No.	Description.
PS 4	Circular of information. (English.)
PS 5	Placard of information. (For display in post offices.)
PS 6	Circular of information. (Italian.)
PS 7	Circular of information. (Greek.)
PS 8	Circular of information. (Spanish.)
PS 9	Circular of information. (French.)
PS 10	Circular of information. (German.)
PS 11	Circular of information. (Polish.)
PS 12	Circular of information. (Hungarian Magyar.)
PS 13	Circular of information. (Swedish.)
PS 14	Circular of information. (Danish-Norwegian.)
PS 15	Circular of information. (Chinese.)
PS 16	Circular of information. (Japanese.)
PS 18	Circular of information. (Yiddish.)
PS 19	Circular of information. (Russian.)
PS 20	Circular of information. (Bohemian.)
PS 21	Circular of information. (Lithuanian.)
PS 22	Circular of information. (Croatian.)
PS 23	Circular of information. (Slovak.)
PS 24	Circular of information. (Bulgarian.)
PS 27	Pamphlet of information concerning postal savings bonds.
PS 33b	Postal card of information.
PS 36	Circular of information. (Finnish.)
PS 37	Circular of information. (Slovenian.)
PS 38	Circular of information. (Ruthenian.)
PS 39	Circular of information. (Serbian.)
PS 40	Circular of information. (Portuguese.)
PS 41	Card of information. (Furnished only to offices having their own printing plant.)
PS 43	Circular of information. (Roumanian.)
PS 112	Application of a consular officer for payment of the balance remaining to the credit of a deceased depositor. (Furnished only by the Third Assistant, Division of Postal Savings.)
PS 114	Application for payment of the balance remaining to the credit of a deceased depositor. (Furnished only by the Third Assistant, Division of Postal Savings.)
PS 115	Application of undertaker for payment of the balance remaining to the credit of a deceased depositor. (Furnished only by the Third Assistant, Division of Postal Savings.)
PS 115a	Certification as to the correctness of undertaker's bill. (Furnished only by the Third Assistant, Division of Postal Savings.)
PS 300b	Depositor's application card for account opened by mail.
PS 301	Envelope—For use of depositor in keeping certificates and record of deposits and withdrawals.
PS 302	Slip—Depositor's authorization to postmaster to pay interest to another person.
PS 304	Slip—Depositor's authorization to postmaster to make payment to another person of postal savings certificates and any interest due.
PS 305	Slip—Receipt given by postmaster to a depositor for certificates referred to the Third Assistant.
PS 306	Slip—Memorandum concerning the duplicates of lost certificates.
PS 314	Form letter—Transmitting funds to another postmaster for deposit.
PS 315	Depositor's application to withdraw deposits by mail.
PS 316	Book—Drafts drawn on another postmaster for funds to meet withdrawals by depositors, numbered 1 to 50, inclusive. (For offices having no local depository bank.)
PS 317	Envelope—Postmaster's record of deposits in qualified banks.
PS 320	Form letter—Transmitting funds to a bank for deposit. (For use of offices specially designated by Third Assistant.)
PS 326	Postmaster's certification to payment of certificate without indorsement of depositor.
PS 327	Postmaster's certification to the loss of a spoiled certificate.



Form No.	Description.
PS 328	Postmaster's certification to the loss of postal-savings certificates after payment. NOTE.—Forms PS 326, 327, and 328 are furnished only by the Third Assistant, Division of Postal Savings.
PS 541	Postal card—Postmaster's monthly statistical report.
PS 541a	Card—Duplicate of Form PS 541 to be retained in postmaster's office files.
PS 600	Card—Depositor's application to open a postal-savings account and a record of deposits and withdrawals.
PS 600a	Card—For continuation of the record of deposits and withdrawals.
PS 607	Depositor's application for postal-savings certificates to be issued in lieu of certificates lost, stolen, destroyed, or improperly withheld.
PS 608	Depositor's receipt for interest paid on postal-savings certificates. (Furnished in books of 50 and 100 each.)
PS 609	Depositor's application for postal-savings bonds.
PS 629	Form letter—Postmaster's approval of depositor's application to open a postal-savings account by mail.
PS 704	Postmaster's monthly account current of postal-savings transactions.
PS 705	Abstract A—Postal-savings certificates issued.
PS 706	Abstract B—Postal-savings certificates paid.
PS 708	Book—Postmaster's daily summary of all postal-savings transactions.

## STATIONERY AND MISCELLANEOUS ARTICLES.

Item No.	Description.
41	Semicarbon paper, indelible pen, black carbonized on one side only: (b) 4 by 7. (For use in issuing money orders at offices authorized to transact international money-order business.) (d) 5½ by 7½. (For Form 3852.)
42	Carbon paper, black, carbonized both sides: (a) 3½ by 6. (For Form 3578.) (f) 6 by 12. (For Form 3805.) (h) 9 by 15. (For Form 3539.)
136	Memorandum book, faint lined, indexed through, 4½ by 7½. (Furnished for the use of rural carriers as a route book.) <b>NOTE.—Ink which is liable to freeze in transit will not be shipped during the winter months, i. e., November, December, January, February, and March.</b>
231	Ink, writing fluid, in pint bottles only, black, record. (Furnished to offices authorized to transact money-order business.)
234	Ink, red, in 2-ounce bottles. (For use only at offices authorized to transact international money-order business.)
255	Liquid glue, for repairing rubber stamps, furnished in 1-ounce tubes.
282	Steel pens for use in issuing money orders, put up in packages of 24 pens each. (Furnished only to offices authorized to transact money-order business.)
300	Pencils, Black No. 3. (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.)
403a	Wire clips, in boxes of 500 each. (For use in fastening registry cards to letters, etc.)
435	Money-order cutter. (Used in detaching money orders from stubs.)
590a	Type holder for item 550.
590b	Type holder for item 570.
635	Pica rubber type, for days and months, and two blocks, A. M. and P. M., with tweezers, for postmarking and other dating stamps.
637	Pica rubber type, hour, for 24 hours, as "1 A. M.," etc. (For offices of \$300 or over.)
642	Rubber year type (pica), face printing the date of the year, viz., "1914," etc. (Furnished offices using modern dating stamps.)
660a	Ink for rubber stamp pads, 2-ounce cans, red only. (For use in connection with registry and money-order stamps.)
661	Canceling ink, for use with rubber postmarking stamps. (Furnished in the following sizes: 2½, 4, and 8 ounce cans.)
670b	Pad for rubber stamps, inked red.



Item No.	Description.
671	Pad for rubber postmarking stamps (not inked), 3½ by 6½.
672	Pad for rubber postmarking stamps (not inked), 2½ by 4½.
690	Canceler, made of hard wood. (Furnished to offices using postmarking stamps without canceling attachment.)
741	Steel type (in sets), face printing the 24 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 24 hours of the day, the dates of days in the month, the names of the months of the year, and year dates. (Furnished in single type to replace others in a set that have become unserviceable. Supplied only to offices having steel dating stamps.)
785	Canceling ink, for use in connection with steel postmarking stamps; ¼, ½, and 1 lb. cans.
790	Pad, round, made of printer's roller composition, for use with steel stamps.
852	Scale, letter balance, capacity 8 ounces, graduated by ¼ ounce.
854	Scale, parcel post, beam, capacity 100 pounds, graduated by 1 ounce.
1150	Jute twine, for use in tying mail; two balls to the pound. (For separating offices only.)
1159	Blank facing slips, in packages of 3,000 slips each.
1160	Printed facing slips.

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 from the contractor, whose name will be furnished by the department upon application. The contractor will not print less than 1,000 of each form; and transportation charges must be paid by the purchaser. (See section 329, P. L. & R., edition 1913.)

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

- 944 Carriers' 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 Railway Mail Service). 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 secured by competitive bids 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.
- 1239 Shoulder straps for carriers' satchels, for use only by carriers making deliveries on horseback or motorcycle.
- 1238 Carriers' tie straps, 30 inches long. Not to exceed four straps should be issued to each carrier, and worn out or broken straps should be returned by the carrier to the postmaster when new straps are required.

NOTE.—Postmasters should keep a record of satchels and straps issued to each carrier, and these employees should be required to properly protect and care for all equipment used in the delivery of mail. Postmasters are cautioned to make requisitions for satchels and straps only to meet the actual requirements of the service; excess supplies of this nature must not be permitted to accumulate.

- 1181 Rural carriers' routing tables. (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 require the lessors to provide the necessary furniture for rural carriers.) These routing tables consist of a table 36 inches high, with a distributing case on top of table containing 80 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.



# RUBBER AND STEEL POSTMARKING AND CANCELING STAMPS FURNISHED OFFICES OF THE FOURTH CLASS.

1. Use blue requisition Form 1567a when ordering from the following list, care being taken that all information and particulars called for on the form are included in the requisition; otherwise it will be returned for completion. This requisition may be submitted when necessary, independently of the regular annual order.

2. Hereafter rubber postmarking and other dating stamps, items 550, 551, 552, and 570, will be forwarded to postmasters without canceling ink or ink pads, except in cases where the office has been totally destroyed by fire or when the office is newly established. Requisition for new pads and canceling ink should be included in the regular annual requisition on Form 1580a.

3. Postmasters are requested especially to examine the supply of year type on hand, and if type is required for the forthcoming year to make requisition therefor on Form 1567a (item 642-rubber or 744-steel) between October 1 and November 15 each year; however, these will not be forwarded until after December 1. Do not include any other items in the requisition. *Make this requisition each year.*

4. 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.

5. Postmasters must not use postmarking stamps or canceling ink not furnished by the department. (See sec. 539, and sec. 541, par. 3, P. L. & R., edition of 1913.) Observe caution against using steel-stamp ink on rubber stamps. The oil used in the manufacture 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.

6. 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 255) suitable for repairing rubber stamps will be furnished postmasters upon requisition.

7. 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.

8. 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. NOTE.—Item 551 is for use at offices at which the compensation of the postmaster is more than \$300 per annum; also for use at all offices where separating service is performed. (State this fact when ordering.)
552	Rubber dating stamp, including adjustable type described under item 551. (Furnished only in special cases.)
570	Money-order or registered 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 registered business. Offices at which the compensation of the postmaster is less than \$500 per annum will not be furnished with item 570 for registered business. Such offices are required to use the postmarking stamp to show the name of post office and date.



LIST OF RUBBER STAMPS IN STOCK.

Use only Form 1580 a in ordering from this list. Each item of stock rubber stamps, by number, should be entered on a separate line in the space provided therefor at the end of the form.

502 Rubber stock stamps:

No.	Lettering.
1	Return to writer (hand index).
19	Special delivery.
20	Forwarded—Fee not claimed. (For use in connection with special-delivery business.)
21	Fee claimed by office of first address. (For use in connection with special-delivery business.)
24	Registered No. ....
40	Parcel post.
133	Postal Savings.
159	Return receipt requested.
163	Canceled.
164	Fragile.
165	Insured.
166	Perishable.
168	C. O. D.
169	C. O. D. No. ....
	Due sender, \$.....
	M. O. fee, .....
	Total, .....
176	Eggs.
183	Sender claims nothing fragile or perishable inclosed.
184	Butter.

OFFICIAL AND REGISTRY ENVELOPES.

Requests for official and registry envelopes should be incorporated on Form 1579, which includes all penalty envelopes now furnished to post offices of the fourth class.

1. All information requested on Form 1579 must be plainly written or printed; the data furnished must be accurate, and the postmark in the circle must be legible.

2. In the columns "Quantity used per week" and "Quantity on hand" accurate estimates must be furnished.

3. Postmasters are requested, in the interest of economy, to make careful and conservative estimates of envelopes required, based on the amount of business transacted at their respective offices, so that it will not be necessary to modify their estimates.

4. Envelopes for fourth-class offices will not be furnished with return cards. Postmasters will be careful to order only such envelopes as their offices are entitled to use, and other envelopes will not be supplied.

5. THE ONLY ENVELOPES SUPPLIED TO FOURTH-CLASS OFFICES ARE: Official—Nos. 4, 5, 10, 13, 17, 37, 41, 44, 47, and 52, and Registered Package Jackets Nos. 90 and 91.

6. The following penalty envelopes are no longer being supplied: Nos. 1, 2, 6, 15, 19, 31, 38, 43, 46, 48, 71, 86, and 96, and registry envelopes and tags Nos. 87, 89, and 92. Postmasters should use in their stead such other envelopes as will suit the particular case, and in all instances a smaller envelope if convenient.

7. An inventory of the stock of envelopes should be taken when general supplies are ordered. Requisitions for each should be submitted at the same time.

8. Envelopes must be kept in a clean, dry place and, when practicable, stored with the general supplies. It is essential that adequate space and properly protected receptacles be furnished for all postal supplies.

FOR GENERAL USE.

Envelope No.	Size.	Description.
4	3 $\frac{3}{8}$ by 6.	For official correspondence.
5	3 $\frac{3}{8}$ by 6.	For correspondence between postmasters.
10	3 $\frac{3}{8}$ by 6 $\frac{1}{4}$ .	For sending domestic money-order advices to paying offices.
13	3 $\frac{3}{8}$ by 8 $\frac{1}{2}$ .	For official correspondence.



Envelope No.	Size.	Description.
17	$3\frac{1}{8}$ by $8\frac{1}{8}$ .	Official correspondence to the auditor.
37	$3\frac{7}{8}$ by $8\frac{1}{8}$ .	For divisions of the department.
41	$3\frac{7}{8}$ by $8\frac{1}{8}$ .	For sending vouchers of rural carriers to paying offices.
X 44	$3\frac{7}{8}$ by $8\frac{1}{8}$ .	For sending M. O. statements to the auditor.
X 47	$4\frac{1}{8}$ by $9\frac{1}{8}$ .	For postal and M. O. remittances.
52	$4\frac{1}{8}$ by $7\frac{1}{8}$ .	For international M. O. advices and German card orders.

## FOR REGISTRY BUSINESS.

90	5 by 10.	Registered-package jacket.
91	7 by $10\frac{1}{2}$ .	Registered-package jacket.





Page 15:  
Inside back cover blank

Page 16:  
Outside back cover blank