

*To be Preserved*

Form A-9

UNITED STATES POST OFFICE DEPARTMENT

FOURTH ASSISTANT POSTMASTER GENERAL

DIVISION OF BUILDING OPERATIONS AND SUPPLIES

(EQUIPMENT AND SUPPLIES BRANCH)

JULY 1, 1935

# 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 prepared for submission to your designated Supply Office for supplies



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**Contributed By Mike Ludeman**  
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## **NOTICE**

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**POSTMASTERS AT OFFICES OF THE FOURTH CLASS IN THE STATES OF MARYLAND, VIRGINIA, AND WEST VIRGINIA MUST PREPARE AND SUBMIT THEIR REQUISITIONS FOR POSTAL SUPPLIES ANNUALLY, AND DIRECT TO THE FOURTH ASSISTANT POSTMASTER GENERAL, DIVISION OF BUILDING OPERATIONS AND SUPPLIES (EQUIPMENT AND SUPPLIES BRANCH), AS FOLLOWS:**

State	Requisitioning month
<b>MARYLAND</b>	<b>JULY</b>
<b>VIRGINIA</b>	<b>SEPTEMBER</b>
<b>WEST VIRGINIA</b>	<b>NOVEMBER</b>

**POSTMASTERS IN OTHER STATES HAVE BEEN INSTRUCTED REGARDING THE TIME OF ORDERING FROM THEIR DESIGNATED SUPPLY OFFICES.**

**Upon receipt of this catalog all previous editions 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 requisitions 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 must not be done except in cases of extreme 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 supplies contained herein will be published in the monthly supplements to the Official Postal Guide and postmasters should revise their catalogue accordingly.

4. All twine received on "incoming" packages of mail matter should be saved and reused, whenever possible, in tying "outgoing" packages. Cooperation with the department in an earnest endeavor to restrict expenditures for this item of supply to the absolute minimum is desired and expected.

5. Observe strictly all instructions sent you from time to time by your Supply Office regarding the manner and time for submitting requisitions for supplies. This will materially aid in the rendition of the efficient and prompt service that you expect and which your Supply Office will endeavor to give you. Please bear in mind that your help is needed.

6. If any unusual conditions prevail at your office that necessitate the use of a large quantity of any particular "form" or "item", accompany your request with a short letter of explanation, and thus avoid unnecessary delay in the filling thereof.

7. Be careful to furnish the information called for under each of the headings appearing on the requisition forms, and be sure that it is accurate. **THIS IS VERY IMPORTANT.**

### FORMS FURNISHED BY OFFICES OTHER THAN YOUR DESIGNATED SUPPLY OFFICE

It is deemed advisable, in the interest of good administration, that certain forms furnished in limited quantities to postmasters be kept for distribution by the different divisions of the department. A list of such forms (with but few exceptions), together with the names of the divisions having jurisdiction over the subject matter to which they relate, follows, and requests for quantities thereof should be addressed direct to the division named as furnishing the particular form desired:

Order by number as listed  
Form No.

Description

Application to be made direct to the General Accounting Office, Post Office Department Division, for the following form:

Misc. 15. Special mail carrier certificate of service and compensation schedule.

Application to be made direct to Chief Clerk, Post Office Department, for the following forms:

United States Postal Guide, and Monthly Supplements thereto.

Postal Laws and Regulations, and inserts thereto.

108 Slip to be attached to newspaper items to be sent to Postmaster General.

Order by number as listed  
Form No.

Description

- Application to be made direct to Traffic Manager, Post Office Department, for the following forms:**
- 713 Short form dray ticket (old form 1414).
- 1058 Government bills of lading to cover shipments of postal supplies (standard form).
- Application to be made direct to First Assistant, Division of Post Office Service, for the following form:**
- 1459 Agreement to conduct a contract station.
- Application to be made direct to First Assistant, Division of Postmasters, for the following forms:**
- 1000 Petition for establishment of post office.
- 1021 Proposed change in location of post office (change in site).
- 1051 Location of proposed post office (establishment).
- 1059 Certificate of transfer fourth-class post offices.
- Application to be made direct to Second Assistant, Division of International Postal Service, for the following forms:**
- 2903 Statistics of foreign mails dispatched.
- 2904 Statistics of foreign mails received.
- Application to be made direct to Second Assistant, Division of Railway Adjustments, for the following forms:**
- 2504-B Route sheet (distance station to station).
- 2524 Bill for temporary service.
- 2538-B Authorization and modification of space units (second sheet).
- 2538-D Authorization and modification of space units (copy for railroad company).
- 2558 Authorization and modification of space units (first sheet).
- 2559 Miscellaneous orders for railroad service.
- 2559-A Miscellaneous order for railroad service (copy for railroad company).
- 2618 Proposal for mail-messenger service.
- Application to be made direct to Second Assistant, Division of Railway Mail Service, Star Route Section, for the following forms:**
- 5432 Star-route proposal, bond, and oath.
- 5434 Certificate of the oath of the special mail carrier.
- 5449 Monthly star-route weight report.
- 5458 Bill for temporary service on star route.
- 5459 Bill for service on temporary star route.
- 5468 Star-route proposal, bond, and oath.
- 5483 Regulations relative to star-route box delivery.
- 5498 Quarterly report of mail dispatched.
- 5499 Monthly cost card.
- Application to be made direct to Second Assistant, Division of Rural Mails, for the following forms:**
- 4027 Application for extension or change in rural route.
- 4041 Bill for road, bridge, or ferry toll.
- 4076 Bond and oath, rural carrier.
- Application to be made direct to Third Assistant, Division of Classification, for the following forms:**
- Cir. III Pamphlet showing rates of postage, classification, insurance, and C. O. D. features, wrapping, etc., in connection with parcel-post or fourth-class mail matter.
- 3550-A Folder showing domestic postage rates, etc.
- 3606 Annual report of postage collected and number of pieces mailed under permit. (This form will be furnished at the proper time without requisition.)
- 3610 Conditions governing acceptance of matter for mailing under permit without stamps affixed.
- 3618 Quarterly report regarding business reply cards and envelopes. (This form will be furnished at the proper time without requisition.)
- 3622 Conditions governing the use of precanceled postage stamps.
- Application to be made direct to Third Assistant, Division of Registered Mails, for the following form:**
- 3848 Annual report to Third Assistant, Division of Registered Mails, of domestic matter registered, insured, and sent C. O. D. and sender's receipts (certificate of mailing) for domestic ordinary mail of any class.

Order by number as listed  
Form No.

Description

- Application to be made direct to Third Assistant, Division of Money Orders, for the following forms:**
- 6293 Certificate for money-order form missing from book supplied by department.
- 6337 Affidavit relative to alleged wrong payment of money order.
- 6438 Certificate of nonpayment of duplicate.
- 6551 Certificate for lost or destroyed paid domestic money order.
- 6552 Certificate for lost or destroyed paid international and domestic international money order.
- 6553 Certificate for missing spoiled money-order form.
- 6834 Authorization to act as postmaster in his absence, at offices having money-order credit with the Treasurer of United States.
- 6843 Acknowledgement of payment of claim for wrongly paid money order.
- Application to be made direct to Third Assistant, Division of Postal Savings, for the following forms:**
- PS-4 Circular of information (English only).
- PS-27 Pamphlet of information concerning postal savings bonds.
- PS-45 Instructions concerning finger impressions in connection with postal savings transactions.
- PS-326 Postmaster's certification to payment of certificate without endorsement of depositor.
- PS-327 Postmaster's certification to the loss of a spoiled certificate.
- PS-328 Postmaster's certification to the loss of certificate after payment.
- Application to be made direct to the Fourth Assistant, Division of Post Office Quarters, for the following forms:**
- 1461 Certificate of transfer of title to leased post-office quarters.
- 1601 Power of attorney to receive rent of post-office quarters. (This form is used to nominate an agent for the collection of post-office rentals.)
- Application to be made direct to the Fourth Assistant, Division of Building Operations and Supplies (Equipment and Supplies Branch), for the following items:**
- Item No.
- 550 Rubber postmarking and canceling stamp; consisting of postmarking and canceling device, with air-cushion base.
- 570 Money-Order, Registry, and Parcel-Post dating stamps.
- 741 Steel type (in sets), printing the 24 hours of the day, the days in the month, the names of the months, and 6 consecutive years. (Furnished in sets only for use with steel dating stamps.)
- 852 Scale, letter balance, capacity 9 ounces, graduated by half ounce.
- 854 Scale, parcel post, beam, capacity 100 pounds, graduated by 1 ounce.
- 1200-A Rural carriers' delivery satchels, size 21 by 15 inches.
- 1210 Shoulder straps for above satchels.
- 1218 Rural carriers' tie straps, 36 inches long.
- 1286 Routing tables for rural carriers.

Use requisition Form 1580-A when ordering from this list, care being taken that all information and particulars called for on the form are included in the requisition before sending it to your Supply Office; otherwise it will be returned for completion. (Postmasters should not fail to postmark all requisitions for supplies.)

#### BLANKS AND BOOKS FOR GENERAL SERVICE

- Form No.
- A-9 List of postal supplies furnished post offices of the Fourth Class.
- A-21 Official Seals—Sticker for resealing mail matter opened by mistake or otherwise (in Book of 150).
- O17-FC Order on Central Accounting postmaster for postage stamps, cards, and stamped envelopes.
- 23 Slip notice—To temporary patrons arriving at summer and winter resort post offices.
- 23-A Slip notice—To temporary patrons leaving summer and winter resort post offices.
- 565 Complaint of loss of registered article and application for indemnity.
- 1055 Application for settlement by the General Accounting Office of amounts due deceased or incompetent civilian employees, officers and enlisted men in the military service, and public creditors of the United States (including pension and civil-service retirement checks). (Standard Form.)



Order by number as listed

<u>Form No.</u>	<u>Description</u>
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 cannot be located, or has been delivered to addressee.
1520	Card—Notifying patron no mail at post office addressed to him.
1521	Card—Reply to inquiry concerning dead letters.
1522	Statement—Weekly return of unmailable or undeliverable matter to Division of Dead Letters and Dead Parcel Post and to post offices at Division Headquarters of the Railway Mail Service.
1526-P	General voucher for articles purchased or service performed (quarterly account).
1538	Receipts for box rents (in books of 250 and 500 receipts).
1543	Card—Notice advising sender of reason for special delivery of perishable matter received on a Saturday afternoon, Sunday, or Holiday.
1544	Card—Notice to addressee explaining necessity for and requesting payment of special-delivery fee on perishable matter.
1546	Placard—"This post office is a business institution, not a loafing place."
1547	Placard—"Avoid loss and damage through careless mailing."
1550-FC	Quarterly postal account.
1558½	Postal account and cash book. (When ordered, always state necessity.)
1567	Requisition form for ordering postmarking and miscellaneous rubber stamps.
1576-A	Book—Record of mails received and dispatched.
1580-A	Requisition form for ordering general supplies.
1585	Card—Postmaster requesting the person addressed to call at post office in connection with the matter mentioned.
1596	Placard—"Care in addressing mail."
1800	Placard—Notice to public relative to properly addressing mail matter.
1853	Voucher for rentals and services under contract.
1853-B	Voucher for miscellaneous monthly payments.
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.
2242	Quarterly report of mail-messenger service to the Second Assistant, Division of Railway Adjustments.
2657	Oath of mail messenger (used at post offices having mail-messenger or screen-wagon service).
2859	Card—Quarterly report of Side Mail Service.
2932	Gummed sticker—"International Parcel Post"—for use on articles mailed under the classification of parcel post when addressed for delivery in foreign countries.
2965	Patron's foreign parcel-post mailing certificate.
2966	Tag—Customs declaration, parcel post.
2967	Tag—Declaration of French customs.
2976	Gummed sticker—Authority to open first-class mail matter liable to customs duty (24 labels to a sheet).
2977	Gummed sticker—"Express (special delivery)"; for use in connection with the dispatch of special-delivery matter to certain foreign countries (24 labels to a sheet).
2978	Gummed label—"Par avion by air mail" (48 labels to a sheet).
2999	Poster—Parcel Post-Registered, Insured, and C. O. D. services. (International.)
3039	Slip—Report of receipt of mail bearing uncanceled stamps.
3200	Price list of stamped envelopes and newspaper wrappers.
3202-D	Requisition of district postmaster on central accounting postmaster for special-request stamped envelopes.

Order by number as listed

<u>Form No.</u>	<u>Description</u>
3367-B	Fixed credit receipt.
3526	Semiannual statement of ownership, etc., of newspapers.
3539-A	Analysis by zones of subscription list.
3539-S	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 cannot be delivered and requesting postage be sent for its return.
3540-A	Card—Notice to sender of mail held for postage.
3547	Card—Notice to sender of addressee's new address.
3548	Card—Notice to addressee that certain mail is held for postage and requesting that postage be sent for forwarding.
3550	Placard showing postage rates.
3551-A	Quarterly Statement to Third Assistant, Division of Classification, of newspaper and periodical postage collected and amount of free county circulation.
3578-P	Tablet—Notice to publisher concerning undeliverable second-class matter (in tablets of 50 sheets, in duplicate).
3579	Label for returning undeliverable second-class matter to publisher.
3580	Report to the Third Assistant, Division of Classification, of the receipt of unrated short-paid matter.
3583-B	Mail shipment of meat or meat food products by retail butcher or dealer.
3583-F	Mail shipment of uninspected meat or meat food products from animals slaughtered by a farmer on the farm.
*3601	Permit to mail nonmetered second-, third-, and fourth-class matter without postage stamps affixed, as provided by sections 562 and 579, P. L. & R.
*3602	Statement of mailings of matter without stamps affixed.
*3603-S	Book—Blank receipts for postage collected on nonmetered matter mailed without stamps affixed. (100 receipts, in triplicate.)
*3605	Jacket—Certificate of postage collected in money on second-, third-, and fourth-class matter mailed without stamps affixed, under the provisions of sections 562 and 579, P. L. & R.
*3609	Record of matter mailed without stamps affixed.
3612	Application for permit to mail matter without stamps affixed.
*3613	Statement of mailings to be furnished monthly to mailers.
3614	Application for the privilege of sending out business reply cards or business reply envelopes for distribution and return under section 510, P. L. & R.
3615	Conditions governing the distribution and return of business reply cards and envelopes under section 510, P. L. & R.
*3616	Permit to send out business reply cards or envelopes for return under section 510, P. L. & R.
3623	Application for use of precanceled postage stamps.
3817	Sender's receipt for ordinary mail of any class.
3907	Card—Notice to patron to call at window for parcel, paper, or mail with postage due thereon.
3908	Card—Notice to patron that box rent for ensuing quarter is due.
3952	Tag—"This sack contains special-delivery parcel post."
3953	Postmaster's record of special-delivery matter received—pamphlet form.
3954	Receipt for special-delivery mail.
3955	Notice to addressee to call at post office for special-delivery letter.
3955-A	Notice to rural patron that special-delivery letter undeliverable by carrier is placed in addressee's private mailing box.
3956	Application for sick leave (for use of rural carriers only).
3957-A	Application for military leave (for use of rural carriers only).
3957-B	Application of postmaster for leave of absence.
3982	Memorandum of forwarding order; card, 4¼ by 6¼.
3983	Card—Inquiry 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."
4024	Notice to supervisor to repair road.

\* Furnished only to those 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
4024-A	Notice to rural patron to repair road.
4056	Circular letter—Notice to patron of irregularity in rural mail box.
4232	Patron's name and address slip, in tablet form (rural service only).
4233	Card—Notice to rural patron of mail held for postage, or too large to be delivered.
4240	Rural carrier's monthly trip report.
4248	Report of inspection of rural route.
4251	Semimonthly certificate of service performed by regular rural carrier.
4253	Semimonthly certificate of service performed by temporary or substitute rural carrier.
4254-A	Semimonthly certificate of service performed by clerk in charge of rural-delivery station.
4620	Requisition for postal-savings certificates.
5067	Monthly report of electric and cable car service.
5257	Report of damaged parcel post.
5258	Report of rifled parcel post.
5400	Card-monthly report of star-route service.
5497	Oath of carrier (star route).
9005	Oath of post-office employee.

**BLANKS AND BOOKS FOR PARCEL-POST SERVICE**

3811	Return receipt card for registered and insured mail.
3812	Application for indemnity for lost or damaged, insured or C. O. D. parcel.
3813	Sender's receipt for insured mail (600 receipts to book).
3813-A	Sender's receipt for insured mail (150 receipts to book).
3814-A	Book—Record of C. O. D. mail received for delivery (2,100 entries).
3816	Tag, parcel post—"C. O. D."; long form.
3816a-L	Tag, parcel post—"C. O. D."; short form, printed lengthwise. (To be used in connection with firm mailing record.)
3816-B	Duplicate delivering employee's coupon of C. O. D. tag.
3816-C	Gummed sticker—"C. O. D." (For use when impossible to use rubber stamp.)
3816-D	Gummed sticker—"INSURED." (For use when impossible to use rubber stamp.)
3817	Sender's receipt for ordinary mail of any class.
3818	Card—Authorization to cancel or change charges on a C. O. D. parcel.
3819	Card—Inquiry concerning Form 3812.
3826-A	Irregularity report; Insured and C. O. D. mail.
3849-B	Slip—Delivery notice and receipt for Insured and C. O. D. mail.
3882	Firm mailing record—Registered, Insured, and C. O. D.—5-entry page (in books of 300 pages).
5135	Tag, parcel post—"SPECIAL HANDLING."
5138	Tag, parcel post—"PERISHABLE."
5152	Tag, parcel post—"BAD ORDER."

**BLANKS AND BOOKS FOR REGISTRY SERVICE**

3802	Card—Notice to sender concerning insured or registered articles held for postage, for better address, or because unmailable. (To be used only when sender is located at office of mailing.)
3805	Window registration book (300 entries in duplicate).
3811	Return receipt card for registered and insured mail.
3826	Irregularity report, registered mail.
3830	Registry dispatch receipt card.
3840	Placard—Public notice relative to Registry, Insured, C. O. D., Money Order, and Special Delivery services; also "Service" and "Special Handling" charges.
3849	Delivery notice and receipts for Registered mail.
3849-D	Card—Notice to sender of undelivered C. O. D. mail.
3850	Record of transit and delivered registered mail (3,000 entries).
3851	Manifold dispatch record (5-entry page—in books of 100 pages). (Used only where three or more registered articles are frequently dispatched.)

Order by number as listed

Form No.	Description
3858	Card—Notice to postmaster at office of mailing; impossible to deliver registered mail.
3868	Carrier's receipt for undelivered registered mail returned, and receipt for registered mail delivered.
3882	Book—Firm mailing record, Registered, and Registered C. O. D.—5-entry page.
3882-A	Book—Firm mailing record, Insured and Unregistered mail.
3896	Rural carrier's registration book (25 receipts in duplicate).

**BLANKS AND BOOKS FOR MONEY-ORDER SERVICE****DOMESTIC SERVICE**

<b>L</b>	Register of money orders issued, Domestic and International combined.
<b>XI</b>	Book—Register of money-order post offices in the foreign countries with which business is transacted on the domestic basis, and also a list of money-order offices in Mexico.
1841	List of money orders paid.
1842	Remittance letter of surplus funds, including paid money orders, to the central accounting office.
1842-D	Remittance letter to accompany deposit of surplus funds and paid money orders to the Central Accounting Postmaster. (To be obtained from your Central Accounting Office.)
1842-E	Carbon copy of above for District Postmaster's files.
1846	Quarterly statement of money orders issued (ruled).
1846-A	Quarterly statement of money orders issued (unruled).
1847	Requisition for funds. (Order direct from your central accounting office, when deficiency exists.)
6000	Money-order advertising poster.
6001	Application for a domestic money order. (For use of the person who desires to procure an order.)
6001-B	Same as Form 6001, with Spanish translation. (For use of offices in Puerto Rico or other Spanish-speaking localities.)
6001-C	Same as Form 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.
6002-A	Slip—Record of application for duplicate money order.
6003	Application for warrant for payment of invalid domestic money order which remains unpaid after one year from the last day of the month of issue.
6004	Particulars of coupons or advice withdrawn from file.
6006	Application for separate advice of money order.
6006-A	Advice of money order issued in United States on St. Vincent and Newfoundland only.
6006-B	Application for an advice of money order issued in a semidomestic country on the United States.
6021-A	Coin sacks for money-order use. (These sacks to be obtained from your Central Accounting Office.)
6028	Certificate of postmaster at office upon which a money order was drawn that advice was not received.
6033	Card—Application to the department for special draft on the Treasurer of the United States for payment or orders when funds are exhausted. Not for offices having a standing credit on money-order accounts. (See Forms 6035 and 6054.)
6035	Card—Application for renewal of credit with the Treasurer of the United States. (For use of offices having a standing credit on money-order account.)
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.)
6050	Gummed slips size 1½ by 1½. (Used when error has been made in stamping money order.)
6053	Card—Requisition for blank money-order forms, consecutively numbered.

Order by number as listed

Form No.	Description
6054	Card—Requisition for book of blank drafts on the Treasurer of the United States. (For use of offices only having a standing credit on money-order account.)
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 a money order with space for reply.
6264	Money-order advertising placard—Mexican translation.
6339	Gummed slip—For signature of remitter who is also payee, to be affixed to back of separate advice, Form 6006. (Nine slips to a sheet.)
6387	Money-order receipt book. (For rural carriers only.)
6387-A	Requesting payment of money order through rural carrier.
6513	Copy of money order cashed at an office other than that on which it is drawn.
6588	Transmitting irregularly issued money orders for reimbursement.

**INTERNATIONAL SERVICE**

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:

XIV	List of money-order offices in foreign countries. (State reason for requisition.) Furnished to all international offices when published without request therefor.
6083	Supplemental international advice, for use of remitter in supplying address in foreign language.
6309	German card order—For use with money orders payable in Germany.
6309-A	Danzig card order—For use with money orders payable in the Free City of Danzig.
6684	Inquiry of remitter concerning disposal of a money order issued in the United States payable abroad.
6686	Monthly list of unpaid invalid international advices.
6700	International money-order advertising placard.
6701	Application for international money order, all nationalities.
6701-A	Application for money order payable in Mexico.
6701-B	Application, with French, Belgian, or Swiss translation.
6701-C	Application, with German or Austrian translation.
6701-D	Application, with Italian translation.
6701-E	Application, with Danish or Norwegian translation.
6701-F	Application, with Swedish translation.
6701-G	Application, with Netherlands translation.
6701-H	Application, with Japanese translation.
6701-I	Application, with Polish translation.
6701-K	Application, with Greek translation.
6701-M	Application, with Hungarian translation.
6701-N	Application, with Croatian, Servian, or Slovenian translation.
6702	Duplicate advice of international money order. (Used generally in response to application therefor from an exchange office.)
6706	Notice to payee requesting him to present international money order for payment.
6749-A	Combined conversion table.
6752	Application to exchange office for duplicate or corrected advice.
6753	Application to department for duplicate of lost international money order.
6759	Application to department for authorization to repay an international money order.
6760	Exchange office requested to correct error in advice of money order issued in the United States.
6953	Reply to inquiry concerning payment of international money order.



## BLANKS AND BOOKS FOR POSTAL SAVINGS SYSTEM

Order by number as listed

Form No.	Description
PS-75	Placard of information (English).
PS-100	Detailed working instructions and helpful tables concerning the computation, receipting for, payment and recording of interest on postal savings certificates.
PS-112	Application of a Consular Officer for payment of the balance remaining to the credit of a deceased depositor.
PS-114	Application for payment of the balance remaining to the credit of a deceased depositor.
PS-115	Application of Undertaker for payment of the balance remaining to the credit of a deceased depositor.
PS-115-A	Certification as to the correctness of Undertaker's bill.
PS-300-B	Application to open an account by mail.
PS-301	Envelope—For use of depositor in keeping certificates and Form PS 301a.
PS-301-A	Depositor's numerical reference card.
PS-302	Slip—Depositor's authorization to postmaster to pay interest to a representative.
PS-304	Slip—Depositor's authorization to postmaster to make payment to a representative of postal-savings certificates and any interest due.
PS-305	Slip—Depositor's receipt for certificates surrendered without payment.
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—letter transmitting money orders in postal-savings payments by mail.
PS-331	Envelope for use in forwarding monthly account current (Form PS-704).
PS-333	Card for affixing 10 postal-savings stamps.
PS-541	Postal card—Postmaster's monthly statistical report.
PS-600	Card—Depositor's application to open a postal-savings account and record of deposits and withdrawals and interest paid.
PS-600-A	Continuation card for Form PS-600.
PS-606	Special interest voucher.
PS-607	Depositor's application for postal-savings certificates to be issued in lieu of certificates lost, stolen, destroyed, or improperly withheld.
PS-609	Depositor's application for postal-savings bonds.
PS-610	Application for United States Savings Bonds by surrendering Postal Savings certificates.
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 certificate issued.
PS-706	Book—Abstract B—Postal-savings certificates paid. (For Office record.)
PS-706-a-709	{ Combined abstract of certificates and interest paid. (For transmission to the department.)
PS-708	Book—Postmaster's daily summary of all postal-savings transactions.

## STATIONERY, ETC.

Order by number as listed

Item No.

Description

- 41 Semicarbon paper, black, carbonized on one side only:  
 (A) 3 by 5½ inches. (For Form 3851.)  
 (D) 4 by 7 inches. (For use in issuing money orders at offices authorized to transact international money-order business.)  
 (I) 8 by 10½ inches. (For Forms 1842, 1842-D, and 1842-E.)  
 (J) 8 by 13½ inches. (For Forms 1846, 1846-A, and 3603-S.)  
 (L) 10 by 15½ inches. (For Form 3539-S.)
- 42 Carbon paper, black, carbonized both sides:  
 (A) 3½ by 6 inches. (For Form 3578-P.)  
 (B) 4 by 9½ inches. (For Form 3882.)  
 (E) 6 by 8 inches. (For Form 3805.)
- 88-C Directory sheets, loose leaf, size 6¾ by 3¾ inches, for rural carrier directory. (Use binder, Item 391-R.)
- 89-C Index sheets, alphabetical, in sets; for use with rural-carrier's directory sheets. (Item 88-C.)
- 228 Writing fluid, black-record, in quart-size container only.
- 234 Ink, red, powder, or tablets, in 1-pint container. (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.
- 290 Penholders.
- 300 Pencils, Black, No. 3. (Furnished for the use of rural carriers only.)
- 352 Brushes, for cleaning money-order, parcel-post, registry, and postmarking stamps.
- 370-B Rubber block cushion, for use when stamping letters. (Furnished only to offices using steel postmarking stamps.)
- 391-R Binder, 3-ring, for use with directory sheets, Item 88-C, only. (For rural carriers.)
- 392 Filing box, Letter, alphabetical index. (For rural carrier offices only.)
- 403 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.)
- 635 Pica rubber type in sets, for days, months, six consecutive years, and two blocks, A. M. and P. M., with tweezers, for postmarking and other dating stamps.
- 637 Pica rubber type, hour, in sets, for 24 hours, as "1 A. M.," etc. (For offices with cancellations of \$300 or over.)
- 642 Pica rubber type, single, printing the day, month, or year, viz, "22," "May," "1936," etc. (Furnished offices using rubber dating stamps.)
- 660-A Ink for rubber-stamp pads, 2-ounce cans, red only. (For use in connection with registry and money-order stamps.)
- 661-A Canceling ink, in 4-ounce cans, for use with rubber postmarking stamps.
- 670-B Pad for rubber stamps, inked *red*.
- 671 Pad for rubber postmarking stamps (not inked), 2¾ by 4½.
- 690 Canceler, made of hardwood. (Furnished to offices using postmarking stamps without canceling attachment.) This canceler may also be used on stamps having a philatelic value, affixed to registered mail.
- 744 Steel type (single), printing the 24 hours of the day, the days in the month, the names of the months, 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-B Canceling ink, in one-half pound cans, for use in connection with steel postmarking stamps.
- 790 Pad, round, made of printer's roller composition, for use with steel stamps.



Order by number as listed  
Item No.

Description

**NOTE.**—Items 852 and 854 are not to be ordered on requisition form; request for these items must be made by letter direct to the Fourth Assistant Postmaster General, Division of Building Operations and Supplies (Equipment and Supplies Branch), Washington, D. C., and necessity therefor plainly stated.

- 852 Scale, letter balance, capacity 9 ounces, graduated by ½ ounce.
- 854 Scale, parcel-post, beam, capacity 100 pounds, graduated by 1 ounce.
- 1150 Twine, for use in tying letter mail; two balls to the pound. (For separating offices only.)
- 1159 Plain facing slips, in packages of 3,000 slips each.
- 1160 Printed facing slips.

**NOTE.**—The Department does not furnish specially 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.

- 1161 Label used for shipping defective or serviceable sacks and pouches. (In packages of 300 labels each.)

#### **RURAL CARRIERS' SATCHELS, STRAPS, AND ROUTING TABLES, FOR USE IN CONNECTION WITH RURAL DELIVERY SERVICE**

- \*1200(a) Rural carriers' delivery satchels (one size only): For the use of rural carriers in delivering mail on their routes. In making requisition for these satchels specify "rural carriers' delivery satchels." Do not designate them as "mail bags" or "mail pouches." 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 the Equipment and Supplies Branch the lowest amount secured by competitive bids for which they can be repaired in your town and await instructions. Unserviceable satchels which cannot be economically repaired will be replaced on request.
- \*1210 Rural carriers' shoulder straps for satchels. (Furnished when required to replace those broken or worn out.)
- \*1218 Rural carriers' tie straps, 36 inches long. Not to exceed four straps 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 requisition for satchels and straps only to meet the actual requirements of the service; excess supplies of this nature must not be permitted to accumulate. Satchels and straps not provided star-route carriers unless they are required to perform rural service.

- \*1286 Rural carriers' routing tables or desks. (Not furnished for use on star routes unless regular rural delivery service is performed thereon.)

**NOTE.**—The above items of supply marked with an asterisk (\*), when needed, should be ordered on Form 1580-A direct from the department at Washington, D. C. Supply Offices in the field do not carry these items in stock for distribution.

**RUBBER POSTMARKING AND CANCELING STAMPS**

1. Use requisition Form 1567 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. Rubber postmarking and other dating stamps, Items 550 and 570, will be forwarded to postmasters without type, 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, type, and canceling ink should be included in the regular requisition on Form 1580-A.

3. Postmasters are requested especially to examine the supply of year type on hand, and if type is required for the forthcoming year it should be ordered from the Designated Supply Office. (Items 642-rubber or 744-steel.)

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 inks not furnished by the Department. (See secs. 718 and 720, par. 3, P. L. and R., edition of 1932.) Observe caution against using steel-stamp ink or red ink on rubber canceling 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. 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.

Order by number as listed  
Item no.

Description

- |     |  |
|-----|--|
| 550 | Rubber postmarking and canceling stamp, consisting of postmarking device, canceling device, with air-cushion base. |
| 570 | Rubber money-order and registry dating stamps.   |

**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 the postmarking stamp to show the name of post office and date.

Items 550 and 570 must be ordered direct from the Department at Washington, D. C., on requisition Form 1567.

**LIST OF RUBBER STAMPS IN STOCK**

1300 Rubber stock stamps:

No.	Lettering
	Return to writer.
	Reason for nondelivery checked.
1	<div> <div>Unclaimed-----</div> <div>Deceased-----</div> <div>Moved; left no address-----</div> <div>No such post office in State named-----</div> </div> <div>Unknown-----</div> <div>For better address-----</div> <div>Refused-----</div>
14	<div>Postage due ----- cents.</div> <div>Demurrage due ----- cents.</div> <div>Total ----- cents.</div>
64	Canceled.
81	Special handling.

Order by number as listed

<u>Item No.</u>	<u>Description</u>
82	Forwarded—Fee not claimed. (For use in connection with special-delivery business.)
83	Fee claimed by office of first address. (For use in connection with special-delivery business.)
84	Special Delivery (large size).
85	Special Delivery (small size).
94	Registered No. -----
98	Return receipt requested. Fee paid.
101	Parcel Post.
103	Fragile.
104	Insured No. -----
105	Perishable.
107	C. O. D.
	{ C. O. D. No. -----
108	{ Due sender, \$-----
	{ M. O. fee, -----
	{ Total, -----
109	Eggs.
110	Sender claims nothing fragile or perishable inclosed.
111	Butter.
125	Postal Savings.
135	Newspapers.
223	Received the amount of this certificate and \$----- interest due thereon.
227	Payment refused for cause.
233	Via Air Mail.
234	Mailed on Rural Route.

Order by number as listed

Item No.	Description
82	Forwarded—Fee not claimed. (For use in connection with special-delivery business.)
83	Fee claimed by office of first address. (For use in connection with special-delivery business.)
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	{ C. O. D. No. -----
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	{ M. O. fee, -----
	{ Total, -----
109	Eggs.
110	Sender claims nothing fragile or perishable inclosed.
111	Butter.
125	Postal Savings.
135	Newspapers.
223	Received the amount of this certificate and \$----- interest due thereon.
227	Payment refused for cause.
233	Via Air Mail.
234	Mailed on Rural Route.

## OFFICIAL AND REGISTRY ENVELOPS

Requests for official and registry envelopes should be incorporated on Form 1580-A, which includes all penalty envelopes now furnished to post offices of the fourth class.

1. The data furnished must be accurate.
2. 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.
3. Envelops for offices of the fourth class will not be furnished with return cards. Postmasters will be careful to order only such envelopes as their offices are entitled to use.
4. Envelops 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.
5. An inventory of the stock of envelopes should be taken when the general supplies are ordered.

6. THE ONLY ENVELOPS SUPPLIED TO OFFICES OF THE FOURTH CLASS ARE THOSE LISTED BELOW:

Envelope No.	Size	Description
4	3 $\frac{3}{8}$ by 6-----	For official correspondence.
10	3 $\frac{3}{8}$ by 6-----	For mailing Forms 6006 and 6126.
13	3 $\frac{3}{8}$ by 8 $\frac{1}{2}$ -----	For official correspondence.
14	3 $\frac{3}{8}$ by 8 $\frac{1}{2}$ -----	For official correspondence between postmasters.
41	3 $\frac{3}{8}$ by 8 $\frac{1}{2}$ -----	For sending vouchers of rural carriers to paying offices.
47-D	4 $\frac{1}{8}$ by 9 $\frac{1}{2}$ -----	For Postal remittances by registered mail to Central Accounting Postmaster.
52	4 $\frac{7}{8}$ by 7 $\frac{1}{4}$ -----	For International M. O. advices and German card orders.
53-D	4 $\frac{7}{8}$ by 9 $\frac{1}{2}$ -----	For Postal remittances by check or draft to Central Accounting Postmaster.
65	4 $\frac{1}{8}$ by 9 $\frac{1}{2}$ -----	For correspondence with divisions of the department.
66	4 $\frac{1}{8}$ by 9 $\frac{1}{2}$ -----	For mailing star route service reports to the General Superintendent, Railway Mail Service.
90	6 by 11 $\frac{1}{2}$ -----	Registered-package jacket.