

To Be Preserved

11-1-1952

FORM A-9

UNITED STATES POST OFFICE DEPARTMENT
ASSISTANT POSTMASTER GENERAL
DIVISION OF EQUIPMENT AND SUPPLIES
DECEMBER 1, 1952

order Form 1846 B

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.



UNITED STATES
GOVERNMENT PRINTING OFFICE
WASHINGTON : 1952

NOTICE

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 ASSISTANT POSTMASTER GENERAL, DIVISION OF EQUIPMENT AND SUPPLIES, AS FOLLOWS:

State	Requisitioning month
MARYLAND	JULY
VIRGINIA	AUGUST
WEST VIRGINIA	OCTOBER

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

(11)

Contributed By Mike Ludeman
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**FORMS FURNISHED BY OFFICES OTHER THAN YOUR DESIGNATED
SUPPLY OFFICE**

There are certain forms used at an office of the fourth class that are not carried in stock by your Supply Office, and if such forms are required at your office, you should order them from the divisions shown in "bold type" on the following pages.

Order by number as listed
Form No.

Description

	Application to be made direct to Chief Clerk, and Director of Personnel, Post Office Department, for the following forms:
	United States Postal Guide, and quarterly Supplements thereto.
	Postal Laws and Regulations, and inserts thereto.
	Post Office Manual, and quarterly supplements thereto.
108	Slip to be attached to newspaper items to be sent to Postmaster General.
	Application to be made direct to Bureau of Post Office Operations.
1000	Petition for establishment of post office.
1014	Instructions for discontinuance of post offices.
1021	Proposed change in location of post office (change in site).
1036	Instructions to postmasters. (Care of funds and outline of duties.)
1036-A	Information regarding District post offices.
1041	Affidavit to be executed by civil officers of the United States upon appointment to office.
1085	Personal history sheet (candidates for fourth-class post office).
1087	Receipt for undelivered insured and c. o. d. parcels on hand.
4001	Petition for establishment of rural delivery.
4027	Application for extension or change in rural route.
4041	Bill for road, bridge, or ferry toll.
	Application to be made direct to Bureau of Transportation.
	Air mail map of domestic and foreign air mail routes.
5432	Star-route proposal, bond, and oath. (General Advertisement.)
5434	Certificate of the oath of the special mail carrier.
5458	Bill for temporary service on star route.
5459	Bill for service on temporary star route.
5468	Star-route proposal, bond, and oath.
	Application to be made direct to Bureau of Finance.
3620-A	Permit to use precanceled stamps on first-class matter.
PS-159	Inquiry concerning an inactive postal-savings account.
PS-160	Instructions concerning inactive postal-savings accounts.
PS-326	Postmaster's certification to payment of certificate without endorsement of depositor.
PS-326-A	Postmaster's certification to interest paid on a postal-savings certificate.
PS-327	Postmaster's certification to the loss of a spoiled certificate.
PS-328	Postmaster's certification to the loss of certificate after payment.
PS-329	Postmaster's certification to the loss of postal-savings certificates before issue.
	Application to be made direct to Assistant Postmaster General, Division of Traffic, for the following forms:
713	Short form dray ticket (old Form 1414).
1103	Government bills of lading to cover shipments of postal supplies (Standard Form.)
1108	Certificate in lieu of lost bill of lading. (Standard Form.)

Order by number as listed
Form No.

Description

Use requisition Form 1580-B 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 MONEY-ORDER SERVICE

DOMESTIC SERVICE

MO-1	Pamphlet describing United States money-order system.
XI	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-D	Remittance letter to accompany deposit of surplus funds and paid money orders to the central accounting postmaster.
1842-E	Carbon copy of above for postmaster's files.
1846	Quarterly statement of money orders issued (ruled).
1846-A	Quarterly statement of money orders issued (unruled).
1846-B	Quarterly summary of money orders issued.
1847	Requisition for funds. (Order direct from your central accounting office when deficiency exists.)
6001	Application for a domestic money order.
6001-B	Same as Form 6001, with Spanish translation.
6004	Particulars of coupons or advice withdrawn from file.
6006	Application for separate advice of money order. (5 to a sheet.)
6006-B	Application for an advice of money order issued in a semidomestic country.
6021-A	Coin sacks for money-order use. (Furnished to central accounting offices for distribution.)
6033	Card—Application to the Department for special check for payment of money orders.
6039	Placard—Money-order receipt stubs should be kept until money orders have reached those for whom intended.
6053	Card—Requisition for blank money-order forms.
6054	Card—Requisition for blank money-order checks.
6065	Request for information concerning a paid domestic money order.
6116	Bond of indemnity.
6264	Placard—Advertising Mexican money-order business.
6339	Ship—For signature of payee as furnished by remitter and sent to paying office as an aid to identification.
6387	Money-order receipt book. (For rural carriers only.)
6387-A	Requesting payment of money order through rural carrier.
6401	Card inquiry regarding date of payment of domestic order.
6402	Application to the Department for duplicate of a lost or mutilated domestic money order.
6403	Application for the payment of domestic money order invalid by reason of age.

INTERNATIONAL SERVICE

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

XIV	Book—List of money-order offices in foreign countries. Furnished to all international offices when published. (State reason for requisition.)
6083	Supplemental international advice, for use of remitter in supplying address in foreign language.
6684	Inquiry concerning disposal of an international money order issued in the United States.
6686	Monthly list of unpaid invalid international money-order advices.
6700	International money-order advertising placard.
6701	Application for international money order, all nationalities.
6701-A	Application for order payable in Mexico.

Order by number as listed

Form No.	Description
6702	Duplicate advice of international money order.
6706	Notice to payee to present international money order for payment.
6749-A	Conversion table. (For use in international money-order business.)
6752	Application to exchange office for duplicate or corrected advice.
6753	Application for duplicate of lost international money order.
6759	Application for authority to repay an international money order.
6760	Exchange office requested to correct error in particulars of the advice of United States order payable abroad.
6953	Reply to inquiry concerning payment of international money order.

BLANKS AND BOOKS FOR POSTAL SAVINGS SYSTEM

PS-4	Circular of information (English).
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 funeral expenses from funds 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-302	Slip—Depositor's authorization to postmaster to pay interest to a representative.
PS-304	Slip—Depositor's authorization to postmaster to pay principal and interest to a representative.
PS-305	Slip—Depositor's receipt for certificates surrendered without payment.
PS-311-F/C	Fixed credit requisition and remittance letter.
PS-315	Depositor's application to withdraw principal and interest by mail.
PS-315-A	Depositor's application to withdraw by mail only the interest due on deposits.
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-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-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-706-A	Abstract of certificate transactions.
PS-708-T/F	Book—Postmaster's daily summary of all postal-savings transactions.
PS-711	Monthly inventory of postal-savings stamp stock.
990	Card remittance letter for Postal Savings.
990-A	Duplicate copy of remittance letter form 990.
4620	Card—Requisition for postal-savings certificates.

BLANKS AND BOOKS FOR UNITED STATES SAVINGS BONDS

	Album for affixing 10-cent savings stamps.
	Album for affixing 25-cent savings stamps.
	Album for affixing 50-cent savings stamps.
	Album for affixing \$1 savings stamps.
	Album for affixing \$5 savings stamps.
904	Postmaster's monthly savings-bond account.

Order by number as listed
Form No.

Description

905	Abstract of savings bonds sold.
911	Requisition for United States savings bonds.
920	Application for the purchase of United States savings bonds.
922	Receipt for United States savings bonds recalled for transmission to the Department for reissue.
928	Envelope, kraft size 11½ by 8½ inches; for use by patron in forwarding United States savings bonds to a Federal Reserve bank for safekeeping.
929-S	Receipt for check accepted subject to collection in payment of United States savings bonds.
950-T/F	Book—Postmaster's daily savings-bond cash and stock summary.
990	Card remittance letter for savings stamp and bond funds.
990-A	Duplicate copy of remittance letter Form 990.
P. D. 1423	Treasury Department form for requesting safekeeping of United States savings bonds. (A special envelope Form 928 is furnished for transmitting request to Federal Reserve bank.)

BLANKS AND BOOKS FOR GENERAL SERVICE

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 250).
017-FC	Order on central accounting postmaster for postage stamps, cards, stamped envelopes, and Migratory Bird Hunting stamps.
22	Card—Order to change address.
22-S	Notice to publisher of change of address.
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.
61	Oath of Office, affidavit and declaration of appointee (to be used for all employees except postmasters and rural carriers).
3-80	Migratory Bird Hunting stamp (placard).
512	Placard, "Notice of Reward."
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.)
1090	Notice—"this post office will be closed on -----"
1208	District postmaster's remittance to central accounting postmaster for printed return-card envelopes.
1510-LL	Report of the loss, rifling, delay, wrong delivery, or other improper treatment of 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.
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—"Loitering and soliciting in this building prohibited."
1547	Placard—"Avoid loss and damage."
1550-CF	Postal account and cash book. Will be furnished each year prior to July 1, without request.
1550-D/O	Statement of transactions with central accounting postmaster.
1550-FC	Quarterly postal account.
1564	Rural Carriers Route Directory.
1567	Requisition form ordering postmarking and miscellaneous rubber stamps.
1576-A	Book—Record of mails received and dispatched.

Order by number as listed

Form No.	Description
1580-B	Requisition form for ordering general supplies.
1580-BF	Follow sheet for Form 1580-B.
1585	Card—Postmaster requesting the person addressed to call at post office in connection with the matter mentioned.
1833	Parcel received in bad order.
1853	Voucher for rentals and services under contract.
1853-B	Voucher for miscellaneous monthly payments.
2203	Report of Alaskan star route service.
2226	Monthly report of steamboat service.
2242	Quarterly report of Mail Messenger's Service.
2657	Oath of mail messenger (used at post offices having mail-messenger or screen-wagon service).
2855	Application for indemnity for loss, rifling, or damage of international insured, c. o. d. insured, or Americo-Spanish ordinary (parcel post) mail, and for nonreceipt or shortage of c. o. d. charges.
2922	Sticker—Alternative disposition (for international parcel post).
2965	Patron's mailing certificate for articles or parcels transmitted in the international mails.
2966	Customs declaration, parcel post.
2972	Dispatch note for use in mailing parcels to certain foreign countries.
2976	Gummed sticker—Authority to open mail matter liable to customs duty (24 labels to a sheet).
2976-A	Customs declaration (sheet form 7 by 5 inches), used in connection with Form 2976.
2977	Gummed sticker—"Expres (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).
2985	Record of dutiable mail received for delivery to addressees.
3039	Slip—Report of receipt of mail bearing uncanceled stamps.
3200	Price list of stamped envelopes and newspaper wrappers.
3202-D	Requisition on Department for special-request stamped envelopes.
3367-B	Receipt for stamp stock issued to carrier or clerk.
3367-C	Card record of stamp stock fixed credit inventory (use with form 3367-B).
3526	Annual statement of ownership, etc., of newspapers.
3539	Book—Postmaster's record in triplicate of second-class matter mailed and postage collected (200 receipts, in triplicate).
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	Folder showing domestic rates, etc.
3551	Quarterly statement to Division of Newspaper and Periodical Mails, of newspaper and periodical postage collected and amount of free county circulation.
3579	Label for returning undeliverable second-class matter to publisher.
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.
3584-A	Air Parcel Post sticker.
3584-B	Air mail gummed sticker, 2% by 5/8 inches, in sheets of 48, reading "Via Air Mail," to be placed on the address side of air mail letters.
3584-C	Special delivery sticker, 2% by 5/8 inches (gummed).
†3601	Permit to mail nonmetered matter without postage stamps affixed, as provided by section 35.4, Postal Laws and Regulations.
†3601-A	Permit to mail metered matter.
†3602	Statement of mailing of nonmetered matter under section 35.4, Postal Laws and Regulations.
†3602-A	Statement of readings of meter registers.
†3602-PC	Statement of mailing to accompany each mailing under section 34.66, Postal Laws and Regulations, in precanceled Government stamped envelopes, or on which postage is paid with precanceled stamps affixed.

Order by number as listed

<u>Item No.</u>	<u>Description</u>
†3603-A	Book—blank receipts for postage collected on metered matter mailed without stamps affixed.
†3603	Book—blank receipts for postage collected on nonmetered matter mailed without stamps affixed (contains 200 receipts, in tripligate).
3605	Jacket—Certificate of postage collected in money on matter mailed without stamps affixed, for quarterly report to the Comptroller.
†3606	Sender's statement and certificate of bulk mailings.
†3607	Weigher's certificate—permit mail.
†3609	Record of nonmetered matter mailed without stamps affixed.
†3609-A	Record of meter settings.
3609-C	Control card for metered mail.
3610-A	Conditions governing the acceptance of nonmetered permit mail.
3610-B	Conditions governing the acceptance of bulk mailings of third-class matter under section 34.66, Postal Laws and Regulations.
3610-M	Conditions governing the acceptance of metered mail.
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 distributing business reply cards or business reply envelopes for return under section 34.9, Postal Laws and Regulations.
3615	Conditions governing the distribution and return of business reply cards and envelopes under section 34.9, Postal Laws and Regulations.
†3616	Permit to send out business reply cards or envelopes for return under section 34.9, Postal Laws and Regulations.
†3620	Permit to use precanceled stamps on second-, third-, or fourth-class matter.
†3620CC	Permit to use precanceled Government-stamped envelopes for mailing matter under section 34.66, Postal Laws and Regulations.
3623	Application for the use of precanceled stamps.
3623-E	Application for use of Government precanceled one-cent stamped envelopes.
3624	Application of a religious, educational, scientific, philanthropic, agricultural, labor, veterans' or fraternal organization or association not organized for profit to mail third-class matter at special rates under Sec. 34.65 (d) and (e).
3640	Conditions under which refunds for meter impressions are made.
3817	Sender's receipt for ordinary mail of any class.
3820	Card—Notification to sender of the destruction or other disposition of perishable matter before delivery.
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.
3950	Card—Check of irregularities in the handling of special-delivery mail.
3952	Tag—"This sack contains special-delivery parcel post."
3954	Receipt for special-delivery mail.
3955	Notice to addressee to call at post office for special-delivery letter.
3957-A	Application for military leave (for use of rural carriers only).
3957-F	Fourth-class postmasters leave application.
3982	Card—Change of address; size 7 by 4 inches.
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.
4024-A	Notice to rural patron to repair road.
4056	Circular letter—Notice to patron of irregularity in rural mail box.
4076	Rural letter carrier's bond.
4079	Instructions regarding rural letter carrier's bond.

†The use of these forms must be formally authorized by the Bureau of Finance, Division of Letter and Miscellaneous Mail.

Order by number as listed

Form No.	Description
4232	Patron's name and address slip (rural service only).
4233	Card—Notice to rural patron of mail held for postage, or too large to be delivered.
4234	Notice to rural patrons regarding purchase of supplies from carrier.
4240	Rural carrier's monthly trip report.
4245	Envelope for postal transactions with rural carriers.
4248	Report of inspection of rural route.
4251	Semimonthly certificates 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.
5049	Report of mail found in supposedly empty equipment.
5067	Monthly report of electric and cable car service.
5134	Monthly report of closed pouch service.
5135	Tag, parcel post—"SPECIAL HANDLING."
5138	Tag, parcel post—"PERISHABLE."
5257	Report of damaged parcel post.
5258	Report of rifled parcel post.
5395	Instructions for preparation, packing, wrapping and labeling of mail matter.
5400	Card—Monthly report of star-route service.
5497	Oath of carrier (star route).

BLANKS AND BOOKS FOR DOMESTIC INSURED AND C. O. D. SERVICES

3801	Standing delivery order.
3802	Card—Notice to sender concerning registered, insured, or c. o. d. article held for postage, for better address, or because unavailable. (To be used only when sender is located at office of mailing.)
3811	Return receipt card for registered and insured mail.
3812	Application for indemnity for loss, rifling, or damage of domestic insured or c. o. d. parcel.
3813	Sender's receipt for parcels insured at other than minimum fee (300 per book).
3813-A	Sender's receipt for parcels insured at other than minimum fee (100 per pad).
3813-B	Sender's receipt for parcels insured at the minimum fee (200 per pad).
3814-A	Book—Record of c. o. d. mail received for delivery (2,100 entries).
3815	Card—Inquiry for registered, insured, c. o. d., or ordinary mail.
3816	C. o. d. tag; long form.
3816a-L	C. o. d. tag; 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-E	Gummed sticker—Used on c. o. d. and insured parcels when it is impossible to use insured or c. o. d. 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; or to deliver a c. o. d. parcel to a new addressee.
3819	Card—Request for completion of Form 3812 and report concerning disposition thereof.
3826-A	Irregularity report; insured and c. o. d. mail.
3831	Notice to sender of undelivered insured parcel.
3840	Placard—Notice to public relative to registry, insurance, and c. o. d. services.
3849-B	Slip—Notice of arrival of insured or c. o. d. mail and receipt for insured mail.
3849-D	Card—Notice to sender, or to sender's designated agent, of undelivered c. o. d. mail.
3850	Record of incoming insured parcels.
3882-A	Firm mailing record—Insured, and unregistered c. o. d.—5-entry page (in book of 300 pages).

BLANKS AND BOOKS FOR DOMESTIC REGISTRY SERVICE

Order by number as listed

Form No.	Description
3801	Standing delivery order.
3802	Card—Notice to sender concerning registered, insured, or c. o. d. article 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.
3849	Slip—Notice of arrival of, and receipt for, registered mail.
3850	Record of transit and delivered registered mail (3,000 entries).
3851	Manifold dispatch record (5-entry page—in book of 100 pages).
3852	Manifold dispatch book record; 10-entry page (in book of 300 pages).
3858	Card—Notice to postmaster at office of mailing; impossible to deliver registered mail.
3868	Receipt to carrier for undelivered registered mail returned to post office and for receipts for registered mail delivered.
3882	Book—Firm mailing record, registered, and registered c. o. d.—5-entry page.
3896	Rural carrier's registration book (25 receipts in duplicate).

STATIONERY, ETC.

Item No.

14-A	Reference slip; ruled; size 3½ by 8 inches.
41	Semicarbon paper; black, carbonized one side; for pencil use; <ul style="list-style-type: none"> (a) 3½ by 6 inches (for Form 3851); (c) 3¾ by 9¼ inches (for Forms 1841, 1842-D, 1842-E, and 3882-A); (d) 3¾ by 10 inches (for Form 3852); (g) 5¼ by 11½ inches (for Form 3882); (h) 6 by 8 inches (for Form 3805); (k) 8 by 13½ inches (for Forms 1846, 1846-A, and 3603); (m) 10 by 15½ inches (for Form 3539).
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 tube.
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	Brush; 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.)
392	Filing box, letter, alphabetical index. (For rural carrier offices only.)
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 per annum.)
642	Pica rubber type, single, printing the day, month, or year, viz, "22", "May", "1944", etc. (Furnished offices using rubber dating stamps.)
660-A	Ink for rubber-stamp pads, 2-ounce can, red only. (For use in connection with registry and money-order stamps.)
661-A	Canceling ink, in 4-ounce can, for use with rubber postmarking stamps.
670	Pad for rubber stamps (not inked), 2 by 2¼ inches.
671	Pad for rubber postmarking stamps (not inked), 2¾ by 4½ inches.
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.

Order by number as listed

<u>Item No.</u>	<u>Description</u>
744	Steel type (single) year, as "1944" for old style stamp, item 715.
785-B	Canceling ink, in one-half pound can, for use with steel postmarking stamps.
790	Pad, round, made of printer's roller composition, for use with steel stamps.

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 Assistant Postmaster General, Division of Equipment and Supplies, Post Office Department, Washington 25, 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 and address may be obtained from the Official Postal Guide, under the title "FACING SLIPS" or it 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).
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RURAL CARRIERS' SATCHELS, STRAPS, AND ROUTING TABLES, FOR USE IN CONNECTION WITH RURAL DELIVERY SERVICE

NOTE.—When satchels or straps become defective they should be forwarded by mail to the Superintendent, Mail Equipment Shops, Fifth and W Streets NE., Washington, D. C., and the Division of Equipment and Supplies, advised as to the quantity and size desired in replacement, stating the stock item numbers as shown below. The accumulation of old satchels and straps in quantities is to be avoided.

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 considered sufficient for each rural carrier.
1210	Rural carriers' shoulder straps for satchels. (Furnished when required to replace those broken or worn out.) <ul style="list-style-type: none"> (a) Shoulder strap, with snap and buckle attachment at each end. (b) Shoulder strap only. (To be used with two snap and buckle attachments.) (c) Snap and buckle attachment only. (Furnished only to replace those broken or worn.)
1216c	Rural carriers' tie straps, 36 inches long.

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 are not provided star-route carriers unless they are authorized to perform the duties of a rural carrier.

Order by number as listed

<u>Item No.</u>	<u>Description</u>
1286	Rural carriers' routing tables or desks. (Not furnished for use on star routes unless regular rural delivery service is performed thereon.)

NOTE.—Items 1200 A through 1286 are not to be ordered on requisition form; request for these items must be made by letter direct to the Assistant Postmaster General, Division of Equipment and Supplies, Post Office Department, Washington 25, D. C., and necessity therefor plainly stated.

RUBBER POSTMARKING AND CANCELING STAMPS

1. Use requisition Form 1567 when ordering Items 550 and 570, 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. Requests for new pads, type, and canceling ink should be included in the regular requisition on Form 1580-B.

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. 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

<u>Item No.</u>	<u>Description</u>
504	Certificate dater: two date slots, no wording (for postal-savings business).
550	Rubber postmarking and canceling stamp, consisting of postmarking device, canceling device, with air-cushion base.
550-C	Rubber air cushion base, only, with date slots for Item 550.
550-H	Handle only for stamp, Item 550.
570	Rubber dating stamp.
570-C	Rubber air cushion base, only, with date slots for Item 570.
570-H	Handle only for stamp, Item 570.

NOTE.—Items 550 to 570 must be ordered direct from the Department at Washington 25, D. C., on requisition Form 1567.

LIST OF RUBBER STAMPS IN STOCK

Order by number as listed

Item No.

No.

Lettering

1300	Rubber stock stamps:	
	Return to writer.	
	Reason for nondelivery checked.	
1	Unclaimed -----	Unknown -----
	Deceased -----	For better address -----
	Moved; left no address -----	Refused -----
	No such post office in State named -----	
4	Postage due -----	cents.
	Postage due -----	cents.
14	Demurrage due -----	cents.
	Total -----	cents.
64	Canceled.	
67	Examined at mailing office; contains only fourth-class mail.	
81	Special handling.	
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).	
86	Missent to -----	
94	Registered No. -----	
95	Insured "Minimum Fee."	
98	Return receipt requested.	
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 enclosed.	
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.	
237	Canceled	
238	Spoiled } for postal-savings business.	
239	Paid	
264	Interest paid to.	

OFFICIAL AND REGISTRY ENVELOPES

Request for official and registry envelopes should be incorporated on Form 1580-B.

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. Envelopes 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. 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.

5. An inventory of the stock of envelopes should be taken when the general supplies are ordered.

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

Envelope No.	Size	Description
4	3½ by 6-----	For official correspondence.
5	3½ by 6-----	For correspondence between postmasters.
6	3½ by 6-----	For c. o. d. business.
10	3½ by 6-----	For mailing Form 6006.
41	3½ by 8½-----	For sending vouchers of rural carriers to paying offices.
47-D	4½ by 9½-----	For postal remittances by registered mail to central accounting postmaster.
52	4¾ by 7½-----	For International M. O. Advices and German card orders.
53-D	4½ by 9½-----	For postal remittances by check or draft to central accounting postmaster.
54	4½ by 9½-----	For official correspondence.
65	4½ by 9½-----	For correspondence with divisions of the Department.
66	4½ by 9½-----	For mailing star route service reports to the General Superintendent, Postal Transportation Service.
90	6 by 11½-----	Registered-package jacket.



