

## SUPPLIES.

Sec. **124.** Requisitions for stationery, forms, and supplies of any kind, are to be made on the printed forms issued for that purpose, and are not to be included in letters.

Sec. **125.** A separate requisition on form No. 34 is required for articles to be supplied from the Government Stationery Office, viz., such goods as are usually found in a stationer's shop.

Sec. **126.** When the articles asked for require the special sanction of the deputy, a letter of explanation may be desirable, and in such cases, both the letter and requisition must be sent through the inspector of canals revenue. When a requisition has been so forwarded, the local number thereof should be referred to in the next requisition.

Sec. **127.** Requisitions for furniture must *in all cases* be accompanied by a letter and forwarded as above.

Sec. **128.** Requisitions should clearly state the quantities of the articles required, and correctly quote the index letter, number and description of each form, as given in the official list of forms.

Sec. **129.** Application for all supplies of fuel should be made by letter to the inspector of canals revenue, not later than the fifteenth day of August each year, giving in full details the kind of fuel to be used and the estimated quantity required. No fuel is to be purchased without authority from the department.

Sec. **130.** In asking for envelopes the small **e** is used to indicate those of letter or note size, and the capital **E** those of larger size. The colour should be quoted.

Sec. **131.** Many of the principal books are made in various sizes to suit the requirements of the service, therefore requisitions for such books should state the number of pages or folios required.

Sec. **132.** Requisitions for supplies are to be made on form No. 34 and mailed in small blue envelopes **e 6**.

Sec. **133.** The items asked for should be arranged in alphabetical order and only one item should be placed on a line.

Sec. **134.** Requisitions for stationery *must be specific* in describing the details of articles required, for instance:—

*a.* PENS.—Name the pen and give the maker's name and No.

*b.* BLANK BOOKS.—Give size of page, number of leaves or pages, and describe ruling and binding required.

*c.* ELASTIC BANDS.—Describe these as per labels on the boxes, giving maker's name, size and quantity in box.