WEST RIDING COUNTY COUNCIL
EDUCATION COMMITTEE.

STOCK AND STORES BOOK.

Instructions for Keeping and Making up the Stock and Stores Book.

BEGINNING THE NEW BOOK.

1. This new book must contain a record of School materials as from the 1st April, 1915, the old stock book being made up to the 31st March, 1915.

The old book should be carefully preserved for reference.

2. The Quantity of each article in stock on the 31st March, 1915, should be entered in the column headed "Stock (brought forward)."

The entries in this column will be the same as in that headed "In Store (carried forward)" in the old Stock Book. *All Reading Books, school materials, furniture and apparatus in School on 31st March, 1915, should be entered, whilst in the case of such consumable stock as Chalk, Exercise Books, Foolscap, Lead Pencils, &c., only unused materials actually in store on this date should be recorded.*

ENTRIES OF STOCK RECEIVED DURING A FINANCIAL YEAR (1st April to 31st March).

3. The Quantity of each article received on or after the 1st April, 1915, should immediately on delivery be entered in the column headed "New Stock." It will be noted that there are three columns for new stock for each year on each page of the book; this will allow of one column for each of the half yearly requisitions for stationery, &c., and a third column is reserved for a supplementary requisition, should one be found to be absolutely essential.

The same procedure will apply to Needlework, which will of course be entered in the section allocated to that subject. Readers, maps, &c., requisitioned on the special reader requisition (Form E(S)40—Special) should be entered under the respective heads as provided in the book.

The date when the Copy Order was issued by the Education Department should be placed at the head of the column in which entries of receipts of the different items are made.

Any items marked by the contractors "to follow," or for other reasons not received with the main delivery, should on receipt be entered in the same column as other goods of the original order.

ENTRIES AT THE END OF ONE FINANCIAL YEAR (31st March) AND BEGINNING OF ANOTHER (1st April).

4. The Quantity of each article in stock on the 31st March in each year must be ascertained on or immediately after that date and entered in the columns headed "In Store (carried forward)." The difference between the amounts entered in the column headed "Total of 1 and 2" and those in the column "In Store (carried forward)," will, of course, give the consumption for the year. This should agree with the independent records of consumption kept during the year.

5. Examples to illustrate the foregoing:—

Description of Article	(1) Stock (brought forward)	Year ending March 31st, 191					
		(2) New Stock with Date of Copy Order			Total of 1 and 2	Consumed	In Store (carried forward)
		Date 10/4 1914	*Date 12/10 1914*	*Date 191*			
(*a*) Blackie's Model Readers—Book I.	45	12			57	9	48
do. do. Book II.	48	6			54	3	51
(*b*) Nisbet's Realistic Arithmetic Book IV. ...	30	18			48	6	42
do. do. Book VI. ...	18	9			27	3	24
(*c*) Penholders	200		72		272	66	206
(*d*) Chalk, White	5½ boxes	4 bxs.			9½ bxs.	7¼ bxs.	2¼ bxs.
(*e*) Exercise Books (85c)	40	7 doz.			124	96	28
(*f*) Lead Pencils	90		8 doz.		186	106	80

The "In Store" columns of *a*, *b*, and *c*, show the number in usable condition of these items, and of items *d*, *e*, and *f*, the new material in school on the 31st March.

6. In the case of the school comprising Standard children and Infants (*i.e.*, when the Infants do *not* form a separate department under a separate Head Teacher), it is not necessary to make separate entries in respect of the same Schedule Numbers for Mixed and Infants.

7. No stock should be given away or destroyed until it has been examined and certified by the Divisional Clerk as being "worn out."

8. In order to facilitate checking by the Divisional Clerk, or at the County Hall when required, all Copy Orders must be kept in the pocket at the back of the book provided for the purpose.

April, 1915.

J. W. HORNE.

West Riding County Council.

Education Committee.

STOCK AND STORES ACCOUNT BOOK.

SCHOOL Hoylon in Rubbleydale, Selside

DEPARTMENT Mixed

JAN., 1915. Electric Printing Works Co.

Stationery Materials.

Kindergarten Materials.

Needlework Materials.

Registers and Official Books and Forms.

Reading Books—Literary

Reading Books—Geographical.

Reading Books—Historical.

Other Reading Books.

Arithmetic, Scholars' and Teachers' Books.

Music Books and Charts.

Printed Books other than those already mentioned.

Wall Maps, Wall Atlases, and Atlases for Scholars.

Pictures, Diagrams, &c.

Furniture.

Medical Inspection Requisites.

Materials not included under previous heads.

Ref. No. as on current Form E. (S.) 4	DESCRIPTION OF ARTICLE	(1) Stock (brought forward)	Year ending March 31st, 1916						Year ending March 31st, 1917					
			(2) New Stock with Date of Copy Order			Total of 1 and 2	Consumed	(1) In Store (carried forw'd)	(2) New Stock with Date of Copy Order			Total of 1 and 2	Consumed	(1) In Store (carried forw'd)
			Date July 1915	Date Nov. 191....	Date — 191....				Date Aug 1917	Date 1917	Date 191....			
	STATIONERY MATERIALS.													
1	Attendance Board..		—	—	—	—	—	—	—	—	—	—	—	0
2	Ball Frame on Stand	1	—	—	—	—	—	1	1	—	—	—	—	1
7	Bibles	—	—	—	—	—	—	—	—	—	—	—	—	—
8A	,, ...	—	—	—	—	—	—	—	—	—	—	—	—	—
9	Black Board	3	—	—	—	—	—	3	3	—	—	—	—	3
10	,, ...	—	—	—	—	—	—	—	—	—	—	—	—	—
11	,, ...	—	—	—	—	—	—	—	—	—	—	—	—	—
12	,, ...	—	—	—	—	—	—	—	—	—	—	—	—	—
13	Black Board Crayon Sheet	—	—	—	—	—	—	—	—	—	—	—	—	—
14	,, ,, ...	—	—	—	—	—	—	—	—	—	—	—	—	—
14A	,, ,, ...	—	—	—	—	—	—	—	—	—	—	—	—	—
15	Black Board Cleaners	3	—	—	—	—	—	3	3	—	—	—	—	3
15A	,, ,, ...	—	—	—	—	—	—	—	—	—	—	—	—	—
16	Black Board Renovator	—	—	—	—	—	—	—	—	—	—	—	—	—
16A	Brush	—	—	—	—	—	—	—	—	—	—	—	—	—
17	Blotting Paper	—	2 pts	—	—	—	2 pts	—	1 pt	—	—	1 pt	—	—
18	,, ,, ...	—	—	—	—	—	—	—	—	—	—	—	—	—
21	Bell (for Teacher's Desk)..	1	—	—	—	—	—	1	1	—	—	1	—	—
22	,, (for Playground)	—	—	—	—	—	—	—	—	—	—	—	—	—
22A	Bookbinders' Cloth	—	—	—	—	—	—	—	—	—	—	—	—	—
22B	,, ,, ...	—	—	—	—	—	—	—	—	—	—	—	—	—
22C	,, ,, ...	—	—	—	—	—	—	—	—	—	—	—	—	—
22D	,, ,, ...	—	—	—	—	—	—	—	—	—	—	—	—	—
24	Brushes, Camel Hair	1 doz	1 doz	—	—	2 doz	—	2 doz	—	—	—	—	—	2 doz
25	,, ,, ...	—	—	—	—	—	—	—	—	—	—	—	—	—
26	,, ,, ...	—	—	—	—	—	—	—	—	—	—	—	—	—
27	Brushes, Siberian	—	—	—	—	—	—	—	—	—	—	—	—	—
28	Brushes, Demonstration	—	—	—	—	—	—	—	—	—	—	—	—	—
29	,, ,, ...	—	—	—	—	—	—	—	—	—	—	—	—	—

Year ending March 31st, 1918						Year ending March 31st, 1919						Year ending March 31st, 1920						Year ending March 31st, 1921					
(2) New Stock with Date of Copy Order			Total of 1 and 2	Consumed	(1) In Store (carried forw'd)	(2) New Stock with Date of Copy Order			Total of 1 and 2	Consumed	(1) In Store (carried forw'd)	(2) New Stock with Date of Copy Order			Total of 1 and 2	Consumed	(1) In Store (carried forw'd)	(2) New Stock with Date of Copy Order			Total of 1 and 2	Consumed	(1) In Store (carried forw'd)
Date	Date	Date				Date	Date	Date				Date	Date	Date				Date	Date	Date			
						Aug	Jan																
1917	191....	1918				1918	191....	191....	–	–	Nil	191....	191....	191....	–	–	–	191....	191....	191....			
–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
–	–	–	1	–	1	~~1~~	–	–	–	–	1	–	–	–	1	–	1	–	–	–	1	–	1
–	–	–	–	–	–	–	–	–	–	–	–	1 dozen			12	–	12	–	–	–	12	–	12
–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
–	–	–	3	–	3	~~3~~	–	–	–	–	3	–	–	–	3	–	3	–	–	–	3	–	3
–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
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–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
–	–	–	3	3	–	–	2	–	2	–	2	–	–	–	2	–	2	–	–	–	2	–	2
–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
1 pt	–	1 pt	2 pts	1½ pts	½ pt	1 pt ½ qr	–	1½	–	quart of pt	1 pt	–	1 pt	2 pts	–	1 pt	¼ qt ½ qr		1½ qr	1	1½		
–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
–	–	–	1	–	1	–	–	–	–	–	1	–	–	–	1	–	1	–	–	–	–	–	1
–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
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–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
–	–	–	2 doz	–	2 doz	–	–	–	–	–	2 doz	–	–	–	2 doz	–	2 doz	–	–	–	–	–	2 doz
–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
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–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
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Stationery Materials.
Kindergarten Materials.
Needlework Materials.
Registers and Official Books and Forms.
Reading Books—Literary
Reading Books—Geographical.
Reading Books—Historical.
Other Reading Books.
Arithmetic, Scholars' and Teachers' Books.
Music Books and Charts.
Printed Books other than those already mentioned.
Wall Maps, Wall Atlases, and Atlases for Scholars.
Pictures, Diagrams, &c.
Furniture.
Medical Inspection Requisites.
Materials not included under previous heads.

Ref. No. as on current Form E.(S.)4	DESCRIPTION OF ARTICLE	(1) Stock (brought forward)	Year ending March 31st, 1916						Year ending March 31st, 1917					
			(2) 16 New Stock with Date of Copy Order			Total of 1 and 2	Consumed	(1) In Store (carried forw'd)	(2) New Stock with Date of Copy Order			Total of 1 and 2	Consumed	(1) In Store (carried forw'd)
			Date July 1915	Date Nov. 191....	Date 191....				Date Aug 1916	Date 191....	Date 191....			
	STATIONERY MATERIALS—continued.													
58	Drawing Board	—	—	—	—	—	—	—	—	—	—	—	—	—
59B	Drawing Books	—	2 doz	—	—	—	20	4	1 doz	—	—	—	—	—
60B	,, ,, ...	—	2 doz	—	—	—	18	6	1 doz	—	—	—	—	—
61	,, ,, ...	—	—	—	—	—	—	—	1 doz	—	—	—	—	—
62	,, ,, ...	—	2 doz	—	—	—	22	2	—	—	—	—	—	—
63	,, ,, ...	—	—	2 doz	—	—	23	1	1 doz	—	—	—	—	—
64	,, ,, ...	—	—	2 doz	—	—	16	8	1 doz	—	—	—	—	—
65	,, ,, ...	—	—	—	—	—	—	—	—	—	—	—	—	—
66	,, Pads	—	—	—	—	—	—	—	—	—	—	—	—	—
68	,, Paper	—	—	—	—	—	—	—	—	—	—	—	—	—
68A	,, ,, ...	—	—	—	—	—	—	—	—	—	—	—	—	—
69	,, ,, ...	—	—	—	—	—	—	—	—	—	—	—	—	—
69A	,, ,, ...	—	—	—	—	—	—	—	—	—	—	—	—	—
69B	,, ,, ...	—	—	—	—	—	—	—	—	—	—	—	—	—
70B	,, ...	—	—	—	—	—	—	—	—	—	—	—	—	—
71B	,, ,, ...	—	—	—	—	—	—	—	—	—	—	—	—	—
73	,, ,, ...	—	—	—	—	—	—	—	—	—	—	—	—	—
74	,, ,, ...	—	—	—	—	—	—	—	—	—	—	—	—	—
75A	,, ,, ...	—	—	—	—	—	—	—	—	—	—	—	—	—
76	Drawing Pins	—	—	—	—	—	—	—	—	—	—	—	—	—
81	Elastic Bands	—	—	—	—	—	—	—	—	—	—	—	—	—
82	Easel Pegs	3 packs	—	—	—	—	—	3	—	—	—	3	—	—
83	Envelopes	—	1 pkt	—	—	—	1 pkt	1 pkt	1 pkt	—	—	—	—	—
84	,, ...	—	1 pkt	—	—	—	,,	,,	—	—	—	—	—	—
87A	Exercise Books	—	1 doz	1 doz	—	—	18	6	$\frac{3}{4}$ doz	—	—	—	—	—
87B	,, ,, ...	—	—	—	—	—	—	—	—	—	—	—	—	—
88	,, ,, ...	—	—	—	—	—	—	—	—	—	—	—	—	—
88A	,, ,, ...	—	—	—	—	—	—	—	—	—	—	—	—	—
88B	,, ,, ...	—	—	—	—	—	—	—	—	—	—	—	—	—

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	Year ending March 31st, 1918						Year ending March 31st, 1919						Year ending March 31st, 1920						Year ending March 31st, 1921					
	(2) New Stock with Date of Copy Order			Total of 1 and 2	Consumed	(1) In Store carried forw'd)	(2) New Stock with Date of Copy Order			Total of 1 and 2	Consumed	(1) In Store (carried forw'd)	(2) New Stock with Date of Copy Order			Total of 1 and 2	Consumed	(1) In Store (carried forw'd)	(2) New Stock with Date of Copy Order			Total of 1 and 2	Consumed	(1) In Store (carried forw'd)
	Date Sept 191 7	Date 191	Date 191				Date Aug 191 8	Date 191	Date 191				Date 191 9	Date 191	Date 191				Date 191	Date 191	Date 191			
Kindergarten Materials.	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Needlework Materials.	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	2 doz	—	—	—	1 doz	1 doz
Registers and Official Books and Forms.	—	—	—	—	—	—	—	—	—	—	—	—	—	—	1 doz	1 doz	—	1 doz	1 doz	—	—	—	1 doz	—
Reading Books—Literary	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Reading Books—Geographical.	—	—	1 doz	1 doz	—	—	1½ doz	1 doz	—	2½ doz	—	4	2 doz	—	1 doz	3 doz	2½ doz	½ doz	1 doz	—	—	—	—	1 doz
Reading Books—Historical.	2¼ doz	—	2 doz	2 doz	—	—	1 doz	1 doz	—	2 doz	—	5	1 doz	—	—	1 doz	Nil	1 doz	1½ doz	—	—	—	—	—
Other Reading Books.	1 doz	—	—	1 doz	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Arithmetic, Scholars' and Teachers' Books.	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Music Books and Charts.	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Printed Books other than those already mentioned.	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Wall Maps, Wall Atlases, and Atlases for Scholars.	1 box	—	—	1 box	—	1 box	1 box	—	—	1 box	—	part of	1 box	—	—	1 box	—	1 box	1 box	—	—	—	—	1 box
Pictures, Diagrams, &c.	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	3 pt	—	3 pt	~~1 pt~~	—	—	—	—	3 pt
Furniture.	1 pt	—	1 pt	2 pts	—	Part of	—	1 pt	—	1 pt	—	4	1 pt	—	—	1 pt	partly	Do	2 pts	—	—	—	1 pt	1 pt
Medical Inspection Requisites.	1 pt	—	—	1 pt	—	1 pt	—	1 pt	—	11	—	½ doz	1 pt	—	—	1 pt	—	—	1 pt	—	—	—	1 pt	—
Materials not included under previous heads.	3	—	¾ doz	12	—	—	½ doz	¾ doz	—	1¼ doz	—	Nil	~~¾~~ doz	—	¼ doz	¼ doz	—	¼ doz	1 doz	¾ doz	—	1¾	1 doz	¾ doz
	3	—	½ doz	9	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
	—	—	—	—	—	—	—	—	—	—	—	—	½	—	—	1½	—	Nil	—	—	—	—	—	—
	—	—	—	—	—	—	—	—	—	—	—	—	1 doz	—	—	1 doz	—	11	—	—	—	—	—	—
													1 doz	—	—	1 doz	—	11	—	—	—	—	—	—

Ref. No. as on current Form E. (S.) 4	DESCRIPTION OF ARTICLE	(1) Stock (brought forward)	Year ending March 31st, 1916						Year ending March 31st, 1917					
			(2) New Stock with Date of Copy Order			Total of 1 and 2	Consumed	(1) In Store (carried forw'd)	(2) New Stock with Date of Copy Order			Total of 1 and 2	Consumed	(1) In Store (carried forw'd)
			Date July 1915	Date Nov 191....	Date – 191....				Date Aug 1916	Date 191....	Date 191....			
	STATIONERY MATERIALS—continued.													
85A	Exercise Books	–	1 dz	1 dz	–	2 dz	16	8	¾ dz	–	–	–	–	–
85B	,, ,, ...	–	–	–	–	–	–	–	–	–	–	–	–	–
85C	,, ,, ...	–	2 dz	2 dz	–	4 dz	28	20	1½ dz	–	–	–	–	–
85D	,, ,, ...	¼ dz	2 dz	2 dz	–	4¼	32	20	1 dz	–	–	–	–	–
85E	,, ,, ...	–	2 dz	–	–	2 dz	–	–	2 dz	–	–	–	–	–
85F	,, ,, ...	–	2 dz	3 dz	–	5 dz	4 dz	1 dz	1 dz	–	–	–	–	–
86	,, ,, ...	–	–	–	–	–	–	–	–	–	–	–	–	–
89A	,, ,, ...	–	–	–	–	–	–	–	–	–	–	–	–	–
89B	,, ,, ...	–	1 dz	–	–	–	–	–	–	–	–	–	–	–
89C	,, ,, ...	–	3	3	–	6	5	1	–	–	–	–	–	–
89D	,, ,, ...	–	–	–	–	–	–	–	–	–	–	–	–	–
89E	,, ,, ...	–	–	–	–	–	–	–	–	–	–	–	–	–
87D	Copy Books	–	–	1 dz	–	–	1 dz	–	–	–	–	–	–	–
87E	,, ,, ...	–	–	1 dz	–	–	6	6	–	–	–	–	–	–
87C	,, ,, ...	–	–	1 dz	–	–	9	3	–	–	–	–	–	–
88C	Exercise Books	–	–	–	–	–	–	–	–	–	–	–	–	–
88D	,, ,, ...	–	–	–	–	–	–	–	–	–	–	–	–	–
88E	Exercise Paper	–	–	–	–	–	–	–	–	–		–	–	–
88F	,, ,, ...	–	–	–	–	–	–	–	–	–	–	–	–	–
90	Mapping Book	3	1 dz	–	–	1¼ dz	1 dz	¼ dz	–	–	–	–	–	–
90A	,, ,, ...	–	–	–	–	–	–	–	–	–	–	–	–	–
94A	Examination Books	–	–	–	–	–	–	–	–	–	–	–	–	–
94B	,, ,, ...	–	–	–	–	–	–	–	–	–	–	–	–	–
94C	,, ,, ...	–	–	–	–	–	–	–	–	–	–	–	–	–
94D	,, ,, ...	–	–	–	–	–	–	–	–	–	–	–	–	–
94E	,, ,, ...	–	–	–	–	–	–	–	–	–	–	–	–	–
93	,, ,, ...	–	–	–	–	–	–	–	–	–	–	–	–	–
93A	,, ,, ...	–	–	–	–	–	–	–	–	–	–	–	–	–
96	Note Books	½ dz	2 dz	–	–	2½	2 dz	½ dz	–	–	–	–	–	–

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	Year ending March 31st, 1918						Year ending March 31st, 1919						Year ending March 31st, 1920						Year ending March 31st, 1921					
	(2) New Stock with Date of Copy Order			Total of 1 and 2	Consumed	(1) In Store (carried forw'd)	(2) New Stock with Date of Copy Order			Total of 1 and 2	Consumed	(1) In Store (carried forw'd)	(2) New Stock with Date of Copy Order			Total of 1 and 2	Consumed	(1) In Store (carried forw'd)	(2) New Stock with Date of Copy Order			Total of 1 and 2	Consumed	(1) In Store (carried forw'd)
	Date Sep 1917	Date 191....	Date 191....				Date Aug 1918	Date Jan 191....	Date 191....				Date 191....	Date 191....	Date 191....				Date 191....	Date 191....	Date 191....			
Kindergarten Materials.	—	—	—	—	—	—	—	—	—	—	—	—	1 doz	—	3/4 doz	3/4 doz	1 doz	3/4 doz	2	—	—	—	—	—
Needlework Materials.	9	—	—	9	—	—	1 doz	—	—	—	—	nil	1	—	1/2	1/2	1 doz	1/2	1/2 doz	1 doz	—	1 1/2 doz	1 doz	1/2 doz
Registers and Official Books and Forms.	4	—	3/4 doz	13	—	—	1/2 doz	1 doz	—	1 1/2 doz	—	nil	—	—	—	—	—	—	1/2 doz	—	—	1/2 doz	3	3
Reading Books—Literary	1 1/4 doz	—	1 3/4	3 doz	—	—	1 doz	1 doz	—	2 doz	—	"	1 doz	—	1 doz	2 doz	—	3/4 doz	1 doz	1 doz	—	2 doz	1 doz	1 doz
Reading Books—Geographical.	1 3/4 doz	—	2 doz	3 3/4 doz	—	—	3/4 doz	1/2 doz	—	1 1/4 doz	—	"	1 doz	—	1/4	1 1/4 doz	—	1/4 doz	1 doz	1/2 doz		1 1/2 doz	1 doz	1/2 doz
Reading Books—Historical.	1 3/4 doz	—	—	1 3/4	—	—	3/4 doz	1/2 doz	—	1 1/4 "	—	"	1 1/4 doz	—	—	1 1/4	—	4	1 doz	3/4 doz		1 3/4	1 doz	3/4 "
Other Reading Books.	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Arithmetic, Scholars' and Teachers' Books.	3	—	—	3	—	—	—	—	—	—	—	—		—	—	—	—	1 doz	3	—	—	—	3	—
Music Books and Charts.	3	—	—	3	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Printed Books other than those already mentioned.	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Wall Maps, Wall Atlases, and Atlases for Scholars.	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Pictures, Diagrams, &c.	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Furniture.	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	3/4 doz	—	—	—	—	3/4 doz
Medical Inspection Requisites.	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Materials not included under previous heads.	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
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	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	3/4 doz	—	—	—	—	3/4 doz
	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
	—	—	—	—	—	—	—	—	3/4 doz	3/4	—	3/4	—	—	—	—	—	—	—	—	—	—	—	—
	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
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	—	—	—	—	—	—	—	1 doz	—	1 doz	—	1 doz	—	—	—	—	—	—	—	—	—	—	—	—
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	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
	—	—	1 doz	1 doz	—	—	—	—	—	—	—	—	1 doz	—	—	1 doz	—	4	3/4 doz	—	—	3/4	—	3/4

Ref. No. as on current Form E. (S.) 4	DESCRIPTION OF ARTICLE	(1) Stock (brought forward)	Year ending March 31st, 1916						Year ending March 31st, 1917					
			(2) New Stock with Date of Copy Order			Total of 1 and 2	Consumed	(1) In Store (carried forw'd)	(2) New Stock with Date of Copy Order			Total of 1 and 2	Consumed	(1) In Store (carried forw'd)
			Date July 1915	Date Jan 1916	Date 191....				Date Aug 1916	Date 191....	Date 191....			
	STATIONERY MATERIALS—continued.													
97	Easel and Pegs	3	–	–	3	–	–	3	–	–	–	3	–	–
98	Foolscap, Paper	–	–	4 qr	–	–	partly used		–	–	–	–	–	–
98A	,, ,, ...	–	–	–	–	–	–	–	–	–	–	–	–	–
99	,, ,, ...	–	–	–	–	–	–	–	–	–	–	–	–	–
99A	,, ,, ...	–	–	–	–	–	–	–	–	–	–	–	–	–
101	Large Post 4to Paper	–	–	–	–	–	–	–	–	–	–	–	–	–
101A	,, ,, ...	–	–	–	–	–	–	–	–	–	–	–	–	–
102	Gum ("Gloy")	–	1 bott	–	–	–	1 bot	–	–	–	–	–	–	–
102A	,, Bottle, small (empty)	–	–	–	–	–	–	–	–	–	–	–	–	–
103	,, ("Mordan's")	–	–	–	–	–	–	–	–	–	–	–	–	–
103A	Glue	–	–	–	–	–	–	–	–	–	–	–	–	–
103D	,, Brushes	–	–	–	–	–	–	–	–	–	–	–	–	–
104	Gummed Labels	–	–	–	–	–	–	–	–	–	–	–	–	–
105	,, ,, ...	–	–	–	–	–	–	–	–	–	–	–	–	–
106	Globe	1	–	–	–	–	–	1	–	–	–	–	–	–
107	,, ...	–	–	–	–	–	–	–	–	–	–	–	–	–
108	Hold All (Strong Manilla)	–	–	–	–	–	–	–	–	–	–	–	–	–
109	,, ,, ,, ...	–	–	–	–	–	–	–	–	–	–	–	–	–
111	India Rubber	–	1 box	–	–	–	partly used		–	–	–	–	–	–
113	Ink	–	1 box	–	–	–	" "		–	–	–	1 box	–	–
114	Ink Powder (Blue Black)	–	–	–	–	–	–	–	–	–	–	–	–	–
115	,, ,, ...	–	–	–	–	–	–	–	–	–	–	–	–	–
116	,, (Coloured)	–	–	–	–	–	–	–	–	–	–	–	–	–
116A	Ink Powder (Black)	–	–	–	–	–	–	–	–	–	–	–	–	–
116B	,, ,, ...	–	–	–	–	–	–	–	–	–	–	–	–	–
117	Ink Bottles..	–	–	–	–	–	–	–	–	–	–	–	–	–
118	,, ...	–	1	–	–	–	–	1	–	–	–	–	–	–
119	Ink-Wells	–	–	–	–	–	–	–	–	–	–	–	–	–
120	Ink-Well Filler	1	–	–	–	–	–	1	–	–	–	1	–	–

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Year ending March 31st, 1918						Year ending March 31st, 1919						Year ending March 31st, 1920						Year ending March 31st, 1921					
(2) New Stock with Date of Copy Order			Total of 1 and 2	Consumed	(1) In Store (carried forw'd)	(2) New Stock with Date of Copy Order			Total of 1 and 2	Consumed	(1) In Store (carried forw'd)	(2) New Stock with Date of Copy Order			Total of 1 and 2	Consumed	(1) In Store (carried forw'd)	(2) New Stock with Date of Copy Order			Total of 1 and 2	Consumed	(1) In Store (carried forw'd)
Date Sep 191 9	Date 191....	Date 191....				Date Aug 191 8	Date 191....	Date 191....				Date 1919	Date 191....	Date 191....				Date 191....	Date 191....	Date 191....			
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–	–	–	–	–	–	–	–		–	–	–	½ gd	–	–	½ gd	½ gd	nil	1 gd	–	–	1 gd	½ gd	½ gd
–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
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–	–	3 tins	3	–	3	3	–	–	3	–	2	4	–	–	4	2	2	2	–	–	2	–	2
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25	–	–	25 partly used			–	–	–	–	–	–	2 dz	–	–	2 dz	–	2 dz	¼ lb	–	–	¼ lb	–	¼ lb
–	–	–	–	–	–	–	–	–	–	–	–	–	–	1 tin	–	–	–	1 tin	–	–	1 tin	–	1 tin
1 box	–	–	1 box	–	1 part box	–	–	–	–	–	–	20 ~~tins~~	–	1 box	3 tins	2 tins	1 tin	–	–	–	–	–	–
–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
red	–	–	red	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
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Kindergarten Materials.

Needlework Materials.

Registers and Official Books and Forms.

Reading Books—Literary

Reading Books—Geographical.

Reading Books—Historical.

Other Reading Books.

Arithmetic, Scholars' and Teachers' Books.

Music Books and Charts.

Printed Books other than those already mentioned.

Wall Maps, Wall Atlases, and Atlases for Scholars.

Pictures, Diagrams, &c.

Furniture.

Medical Inspection Requisites.

Materials not included under previous heads.

Ref. No. as on current Form E.(S.)4	DESCRIPTION OF ARTICLE	(1) Stock (brought forward)	Year ending March 31st, 1916 (2) New Stock with Date of Copy Order			Total of 1 and 2	Consumed	(1) In Store (carried forw'd)	Year ending March 31st, 1917 (2) New Stock with Date of Copy Order			Total of 1 and 2	Consumed	(1) In Store (carried forw'd)
			~~July~~ Date July 1916	Date Nov 191....	Date – 191....				Date Aug 1916	Date 191....	Date 191....			
	STATIONERY MATERIALS—continued.													
121	Ink-Well Tray	–	–		–	–	–	–	–	–	–	–	–	–
121A	Knives, Cutting	–	–	–	–	–	–	–	–	–	–	–	–	–
122	Lead Pencils (Black)	–	1 dz	2 dz	–	3 dz	partly used		1 dz	–	–	–	–	–
123	,, ,, ...	–	2 dz	–	–	–	"	"	1 dz	–	–	–	–	–
124	,, ,, ...	–	–	–	–	–	–	–	½ dz	–	–	–	–	–
125	,, ,, ...	–	–	–	–	–	–	–	–	–	–	–	–	–
126D	,, (Coloured)	–	3	–	–	–	3	–	–	–	–	–	–	–
126E	,, ,, ...	–	–	–	–	–	–	–	–	–	–	–	–	–
126F	,, ,, ...	–	–	–	–	–	–	–	–	–	–	–	–	–
126G	,, ,, ...	–	–	–	–	–	–	–	–	–	–	–	–	–
127	Lead Pencil Sharpener	–	–	–	–	–	–	–	–	–	–	–	–	–
128	,, ,, New Wheel	–	–	–	–	–	–	–	–	–	–	–	–	–
129	Lead Pencil Holders	–	–	–	–	–	–	–	–	–	–	Old	–	–
130	Log Book	1	–	–	–	–	–	1	–	–	–	1	–	–
131	Lined Paper (for cutting out)	–	–	–	–	–	–	–	–	–	–	–	–	–
132	Map Rod	1	–	–	–	–	–	1	–	–	–	1	–	–
132A	Measures, Metric, Hollow Cubic Centimetre ..	≡	–	–	–	–	–	–	–	–	–	–	–	–
132B	,, ,, Solid Cubic Decimetre ..	–	–	–	–	–	–	–	–	–	–	–	–	–
132C	,, ,, Hollow Cubic Decimetre ..	–	–	–	–	–	–	–	–	–	–	–	–	–
133	Modelling Clay	–	–	–	–	–	–	–	–	–	–	–	–	–
134	,, ,, ...	–	–	–	–	–	–	–	–	–	–	–	–	–
135	Modulator	1	–	–	–	–	1	–	1	–	–	1	–	–
136	,, ...	–	–	–	–	–	–	–	–	–	–	–	–	–
137A	Needlework Books	–	–	–	–	–	–	–	–	–	–	–	–	–
137B	,, Box, Cardboard	–	–	–	–	–	–	–	–	–	–	–	–	–
137C	,, Diagram Books	1 dz	–	–	–	–	–	–	–	–	–	–	–	–
138	Note Paper..	–	1 pt	–	–	–	partly used		–	–	–	Part of	–	–
140	Notice Board	1	–	–	–	–	–	1	–	–	–	1	–	–
141	,, ,, ...	–	–	–	–	–	–	–	–	–	–	–	–	–

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	Year ending March 31st, 1918						Year ending March 31st, 1919						Year ending March 31st, 1920						Year ending March 31st, 1921					
	(2) New Stock with Date of Copy Order			Total of 1 and 2	Consumed	(1) In Store (carried forw'd)	(2) New Stock with Date of Copy Order			Total of 1 and 2	Consumed	(1) In Store (carried forw'd)	(2) New Stock with Date of Copy Order			Total of 1 and 2	Consumed	(1) In Store (carried forw'd)	(2) New Stock with Date of Copy Order			Total of 1 and 2	Consumed	(1) In Store (carried forw'd)
	Date Sept. 1914	Date 191....	Date 191....				Date Aug. 1919	Date 191....	Date 191....				Date 191....	Date 191....	Date 191....				Date 191....	Date 191....	Date 191....			
Kindergarten Materials.	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Needlework Materials.	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	3	–	–	3	–	3
Registers and Official Books and Forms.	2 dz	–	1 dz	3 dz	–	Part of	1 dz	–	–	1 dz	–	part of	2 dz	–	1 dz	3 dz	1 dz	2 dz	1 dz	–	–	1 dz	–	1 dz
Reading Books—Literary	–	–	–	–	–	–	–	–	–	–	–	–	2 dz	–	–	2 dz	1 dz	1 dz	–	–	–	–	–	–
Reading Books—Geographical.	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Reading Books—Historical.	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Other Reading Books.	3	–	3	6	–	–	3	–	–	3	–	nil	3	–	–	3	3	–	3	–	–	3	2	1
Arithmetic, Scholars' and Teachers' Books.	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Music Books and Charts.	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Printed Books other than those already mentioned.	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Wall Maps, Wall Atlases, and Atlases for Scholars.	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Pictures, Diagrams, &c.	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Furniture.	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Medical Inspection Requisites.	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Materials not included under Savings Funds.	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
	1 dz	–	–	1	–	1	–	–	–	1	–	1	–	–	–	–	–	–	–	–	–	1	–	1
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	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
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	–	–	–	1	–	1	–	–	–	1	–	1	–	–	–	1	–	1	1 pt	–	–	1 pt	½ pt	½ pt
	–	–	–	–	–	–	–	–	–	–	–	–	–						–	–	–	–	–	–

Ref. No. as on current Form E.(S.)4	DESCRIPTION OF ARTICLE	(1) Stock (brought forward)	Year ending March 31st, 1916						Year ending March 31st, 1917					
			(2) New Stock with Date of Copy Order			Total of 1 and 2	Consumed	(1) In Store (carried forw'd)	(2) New Stock with Date of Copy Order			Total of 1 and 2	Consumed	(1) In Store (carried forw'd)
			Date July 1915	Date Nov 1915	Date — 1916				Date Aug 1916	Date 191....	Date 191....			
	STATIONERY MATERIALS—continued.													
141A	Notice Board	—	—	—	—	—	—	—	—	—	—	—	—	—
142	Paper, Brown	—	—	—	—	—	—	—	—	—	—	—	—	—
142B	,, ,, ...	—	—	—	—	—	—	—	—	—	—	—	—	—
143	Paper Fasteners	—	—	—	—	—	—	—	—	—	—	—	—	—
144	Penholders (Steel ends)	—	—	—	—	—	—	—	1 dz	—	—	—	—	—
145	,, ,, ...	—	1 dz	—	—	—	partly used		—	—	—	—	—	—
146	Pens	—	1 box	1 box	—	2 boxes	—	—	1 box	—	—	—	—	—
146A	,, ...	—	—	—	—	—	—	—	—	—	—	—	—	—
146B	,, ...	—	—	—	—	—	—	—	—	—	—	—	—	—
147	,, ...	—	—	—	—	—	—	—	—	—	—	—	—	—
148	,, ...	—	—	—	—	—	—	—	—	—	—	—	—	—
148A	Plates (for Cardboard Modelling)	—	—	—	—	—	—	—	—	—	—	—	—	—
149	Rulers (Round)	—	—	—	—	—	—	—	—	—	—	—	—	—
150	,, (Flat)	—	1 dz	—	—	—	—	1 dz	—	—	—	1 dz	—	—
151	,, ...	2 dz	—	—	—	—	—	2 dz	—	—	—	—	—	—
152	,, ...	—	—	—	—	—	—	—	—	—	—	—	—	—
153	,, ...	—	—	—	—	—	—	—	—	—	—	—	—	—
153B	Straw Board	—	—	—	—	—	—	—	—	—	—	—	—	—
153C	Safety Straight Edges	—	—	—	—	—	—	—	—	—	—	—	—	—
154	Set Squares	—	—	—	—	—	—	—	—	—	—	—	—	—
155	,, ...	—	—	—	—	—	—	—	—	—	—	—	—	—
156	,, ...	—	—	—	—	—	—	—	—	—	—	—	—	—
157	,, ...	—	—	—	—	—	—	—	—	—	—	—	—	1
158	,, ...	—	—	—	—	—	—	—	—	—	—	—	—	—
165	Soap	—	1 box	—	—	—	partly used		1 box	—	—	part	—	—
166	,, ...	—	—	—	—	—	—	—	—	—	—	—	—	—
167	Sponges	—	—	—	—	—	—	—	—	—	—	—	—	—
167A	,, ...	—	—	—	—	—	—	—	—	—	—	—	—	—
168	Stamp, W.R.C.C.	1	—	—	—	—	—	1	—	—	—	1	—	—

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	Year ending March 31st, 191 8						Year ending March 31st, 191 9						Year ending March 31st, 191 20						Year ending March 31st, 191 21					
	(2) New Stock with Date of Copy Order			Total of 1 and 2	Consumed	(1) In Store (carried forw'd)	(2) New Stock with Date of Copy Order			Total of 1 and 2	Consumed	(1) In Store (carried forw'd)	(2) New Stock with Date of Copy Order			Total of 1 and 2	Consumed	(1) In Store (carried forw'd)	(2) New Stock with Date of Copy Order			Total of 1 and 2	Consumed	(1) In Store (carried forw'd)
	Date	Date	Date				Date	Date	Date				Date	Date	Date				Date	Date	Date			
	Sep 191 7	191	191				Aug 191 8	Jan 191	191				191	191	191				191	191	191	–	–	–
Kindergarten Materials.	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	1
Needlework Materials.	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Registers and Official Books and Forms.	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Reading Books—Literary	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	1½ dz		1½ d	–	1½ dz
Reading Books—Geographical.	–	–	–	–	–	–	1 dz	–	–	1 dz	–	1 dz	1 dz	–	–	1 dz	–	1 dz	–	–	–	–	–	–
Reading Books—Historical.	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Other Reading Books.	1 box	–	1 box	2 box	–	Partly 1 box	1 box	–	–	1 box	–	Nil	–	–					1 box	–	–	1 box	–	1 box
Arithmetic, Scholars' and Teachers' Books.	–	–	–	–	–	–	–	–	–	–	–	–	1 box	–	1 box	2 boxes	1 box	1 box	–	–	–	–	–	–
Music Books and Charts.	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Printed Books other than those already mentioned.	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Wall Maps, Wall Atlases, and Atlases for Scholars.	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Pictures, Diagrams, &c.	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Furniture.	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Medical Inspection Requisites.	29 pieces	–	29	19	–	10	1 box	–	–	1 box	–	partly used	1 box	–	–	1 box	part of	Part of	7 lb	–	–	7 lb	3 lbs	4 lbs
Materials not included under previous heads.	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	1 doz	–	–	1 doz	–	1 doz
	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	1	–	1	–	–	–	1	–	1

Ref. No. as on current Form E. (S.) 4	DESCRIPTION OF ARTICLE	(1) Stock (brought forward)	Year ending March 31st, 1916						Year ending March 31st, 1917					
			(2) New Stock with Date of Copy Order			Total of 1 and 2	Con-sumed	(1) In Store (carried forw'd)	(2) New Stock with Date of Copy Order			Total of 1 and 2	Con-sumed	(1) In Store (carried forw'd)
			Date July 1915	Date Nov 1915	Date — 1916				Date Aug 1916	Date 191....	Date 191....			
	STATIONERY MATERIALS—continued.													
169	Stamp Pad	1	—	—	—	—	—	1	—	—	—	—	—	—
170	String	—	—	—	—	—	—	—	—	—	—	—	—	—
171	,, ...	—	—	—	—	—	—	—	—	—	—	—	—	—
171A	Stumps, for shading	—	—	—	—	—	—	—	—	—	—	—	—	—
171B	,, ,, ...	—	—	—	—	—	—	—	—	—	—	—	—	—
171C	Stumping Chalk	—	—	—	—	—	—	—	—	—	—	—	—	—
172	Saucers	1 doz	—	—	—	—	—	1 doz	—	—	—	1 doz	—	—
173	,, ...	—	—	—	—	—	—	—	—	—	—	—	—	—
174	School Signals	—	—	—	—	—	—	—	—	—	—	—	—	—
175	Sand	—	—	—	—	—	—	—	—	—	—	—	—	—
175A	,, ...	—	—	—	—	—	—	—	—	—	—	—	—	—
176	Sand Tray	3	—	—	—	—	—	3	—	—	—	3	—	—
177	Sectional Paper	—	—	—	—	—	—	—	—	—	—	—	—	—
178	Tuning Forks	1	—	—	—	—	—	1	—	—	—	1	—	—
179	Thermometer	1	—	—	—	—	—	1	—	—	—	1	—	—
180	,, ...	—	—	—	—	—	—	—	—	—	—	—	—	—
181	Time Table Form	—	—	—	—	—	—	—	—	—	—	—	—	—
181A	,, ,, ...	—	—	—	—	—	—	—	—	—	—	—	—	—
182	Test Tubes	—	—	—	—	—	—	—	—	—	—	—	—	—
183	T Square	—	—	—	—	—	—	—	—	—	—	—	—	—
185	,, ...	—	—	—	—	—	—	—	—	—	—	—	—	—
186	,, ...	—	—	—	—	—	—	—	—	—	—	—	—	—
187	Tissue Paper	—	—	—	—	—	—	—	—	—	—	—	—	—
188	,, ,, ...	—	—	—	—	—	—	—	—	—	—	—	—	—
189	Tray for Drawing Materials	—	—	—	—	—	—	—	—	—	—	—	—	—
190	,, Penholders	1	—	—	—	—	—	1	—	—	—	—	—	—
195	Report to Parents on Progress of each Child	—	—	—	—	—	—	—	—	—	—	—	—	—
195A	,, ,, ,, ..	—	—	—	—	—	—	—	—	—	—	—	—	—
195B	Invitation Circular, Visits of Parents ..	—	—	—	—	—	—	—	—	—	—	—	—	—