

DEPARTMENT OF THE INTERIOR

BUREAU OF EDUCATION

ALASKA SCHOOL SERVICE

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Nome, Alaska, June 18, 1909.

Mr. Eli Myers,
Government Teacher Shungnak,
Alaska.

Dear Sir:-

I am authorized to act as Supervisor of construction of a residence for the teacher of the U.S. Public School at Shungnak, Alaska. Through this authorization I wish you to proceed with the erection of the building in accordance with the following instructions.

In determining the location of this building, you will select land which is unencumbered by any claim whatsoever. You will then mark the site and send me a description thereof by metes and bounds, in order that it may be reserved by Executive Order pending survey and segregation by the general Land Office.

In proceeding with the erection of this building you will keep within the amount authorized for labor, freight, and all the charges of whatever nature that are incurred. With this in view it will be necessary for you to keep a strict account of the cost of freight, of labor and all other items of expense that you may be authorized to incur in the erection of this house.

Part of the materials for use in erecting this building, will be sent you at Shungnak by the Seattle Office of the Alaska Division.

You are authorized to enter into contracts for the delivery of such material as may not be sent you direct, to employ skilled

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and unskilled labor, to aid you in the erection of the house and to issue vouchers in payment thereof.

All materials must be bought after advertisement, and after proposals covering the same have been received and accepted; All labor must be performed under a proposal which has been accepted, or under a contract which has been duly executed. A time sheet showing the days and hours of each day in which work is performed should accompany the contract and voucher in each case where labor is performed. If barter goods are used in paying natives for work on the house you will take receipts in duplicate for all supplies paid each native, and a complete statement rendered showing the disposal of such supplies when the work is completed. All the proposals and contracts must be made on the forms prescribed by the Bureau of Education, and must be in triplicate. A supply of these contract and proposal forms have been sent you.

Every voucher made out by you and forwarded must be accompanied by the accepted proposal, or by the contract covering the same, together with all proposals received, unless it has been covered by a previous proposal or contract which has already been forwarded to this Bureau. There must be no variation whatever between the prices of materials stated upon the proposal or in the contract, and the charges on the voucher in payment for same. When vouchers are issued for day labor, the dates on which said labor was performed must be stated.

As frequently as possible, you will render a report of the work accomplished. This report should include lists of the vouchers issued by you since your previous report. The amount of each voucher should be stated, and the vouchers numbered consecutively according to date of issue.

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The final lists of the vouchers should bear your certificate that the building has been completed, and that there are no vouchers outstanding.

You are not to exceed a limit of \$350.00 (Three hundred fifty dollars) in erecting the building.

This letter of authorization is to take effect after you receive your appointment as Teacher at Shungnak and you are to erect the building without additional pay for services in connection therewith.

Very truly yours,

Ass't. Supt. of Schools, N. Dist.
of Alaska.

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