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**LIST**  
**OF**  
**BLANKS**

**IN USE BY LINES OF**

**The**  
**Atchison, Topeka and Santa Fe**  
**Railway System**

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**November 1, 1927**

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**READ INSTRUCTIONS**  
**PAGE ONE**

## General Notice and Instructions

Note that forms are classed as either **STANDARD**, **REGULAR** or **SPECIAL** (and a few **SYSTEM**).

Standard forms are such as can be used uniformly by all System Lines; they generally have the word "Santa Fe" as a heading, followed by a dotted line on which the name of the company may be inserted with a rubber stamp.

Regular are such forms as are used in transacting business with the public or foreign lines. They are exactly similar on all the roads, but require the name of the company printed prominently thereon for legal or other reasons, such as way-bills and freight bills, vouchers and bills.

(NOTE—Certain "Regular" forms to which suffix letters are assigned, such as freight bills, are printed specially for large stations in quantities to include the name of the station and telephone number.)

Special are such as are used by one road only, either because only one line has use for the blank or because names of divisions or other information peculiar to one line are printed on the blanks. The same "Special" form may be separately printed for several different lines.

System are such as reflect System information and are used in System offices only.

(NOTE—There has been a tendency on the part of some departments to regard blanks used alike by all lines as System, whereas, they are Standard.)

There may be more than one kind of blank bearing the same number, for example:

Form 503 Regular, and, Form 503 System.

The information on the one is similar, or related to, the information on the other, but that on the Regular form (and this applies also to Standard and Special), is for a single line, while that on the System blank is for the several lines of the System.

Suffix letters are assigned where blanks are generally similar and serve same purpose but are slightly different, for example:

Std. 305 Report of Local Freight Forwarded—Pen.  
Std. 305-A Report of Local Freight Forwarded—Machine,  
the former being for pen and the latter for machine use.

The general purpose of assigning a separate number to each and every form is to have them listed separately so that they may be ordered by number and thus avoid confusion. A blank is supposed to be given a number in the series assigned the department for which it is intended.

If a new form not already assigned a number is wanted, approval should first be obtained from the official who is responsible for the expense, or his delegated authority. For example: Freight Department forms should be authorized by the Freight Traffic Manager; Accounting Department forms by the General Auditor; Engineering Department forms by the Chief Engineer System, etc. The initial order as well as subsequent orders should be limited to the estimated requirements for a reasonable period, to avoid overstock.

As a contract for forms is made at the beginning of each year, it will be impossible to make any but very minor changes in their composition during the calendar year. Great care should therefore be used in preparing "copy" for new forms so that changes will not be necessary.

Written advice of any form discontinued should be given to Stationer, in order that disposition may be made of obsolete stock and the number vacated.

The number shown at the right of the description is the item number covering the class of records under which the blank form falls as described in the Regulations of the Interstate Commerce Commission Governing the Destruction of Records of Steam Roads; effective July 1, 1914.

F. A. WILSON,  
Stationer.

Approved:

H. E. RAY,  
General Storekeeper.

M. J. COLLINS,  
General Purchasing Agent.

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Spl. 1764	(G. C. & S. F.) Special Warranty Deed—Cash Consideration .....	13
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## LAND AND TAX DEPARTMENT—Continued.

Kind No.	Description	I. C. C. No.
Spl. 1766-A	(G. C. & S. F.) Release of Vendor's Lien .....	14-B
Spl. 1767	(A. T. & S. F.) Tax Schedule A—R. R. Track, Ill.—Lands .....	15
Spl. 1767-A	(A. T. & S. F.) Tax Schedule A—R. R. Tracks, Ill.—Lots .....	15
Spl. 1767-B	(A. T. & S. F.) Tax Schedule D—Real Estate, Ill. ....	15
Spl. 1767-C	(A. T. & S. F.) Tax Schedule C—Personal Property, Ill. ....	15
Spl. 1767-D	(A. T. & S. F.) Tax Recapitulation of Property, Ill. ....	15
Spl. 1768	(A. T. & S. F.) List of Right of Way—Station Grounds .....	15
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## MEDICAL DEPARTMENT

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Std. 1771	Approval of Change in Payroll.....	51-B
Std. 1772	Hospital History and Bed Chart Folder .....	255
Std. 1773	Order for Treatment by Specialist...	255
Std. 1774	Hospital Day Book .....	255
Std. 1775	Discharge Check .....	55-B
Std. 1776	Chief Surgeon's Order for Supplies..	255
Std. 1777	Requisition for Supplies .....	255
Reg. 1778	Hospital Association Voucher—Large and Small .....	55-C
Reg. 1779	Hospital Association Bill—Large and Small .....	56-B
Reg. 1780	Note and Letter Heads .....	255
Std. 1781	Monthly Hospital Report .....	255
Std. 1782	Monthly Dispensary Report .....	255
Std. 1783	Examination on Admission to Hospital .....	255
Std. 1784	Discharge from Treatment .....	255
Reg. 1785	Comparative Statement of Receipts, Operating Expenses and Construction—Hospital Association .....	213
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Std. 1787	Recommendation for Treatment Hospital Ass'n. (R. R. Co. Blank).....	255
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Std. 1788	Surgeon's Personal Injury Report.....	255
Std. 1789	Monthly Medical Report .....	255
Std. 1790	Recommendation for Admission to Hospital .....	255
Reg. 1791	Hospital Association Payroll .....	51-A
Reg. 1792	Hospital Payroll .....	51-A
Std. 1793	Monthly Report of Earnings and Collections at Hospital .....	213
Std. 1794	Monthly Report to General Claim Agents—Injured Employees Under Treatment .....	2555
Std. 1795	Hospital Bed Chart .....	255
Std. 1796	Request on House Surgeon to Make Requisition .....	255
Std. 1797	Morning Hospital Report .....	255
Reg. 1798	Prescription Blank .....	255
Std. 1799	Laundry List .....	255
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## ENGINEERING DEPARTMENT

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Std. 1900	Work Performed by Force Account— Large and Small .....	57-E
Std. 1901	General Contract—Long Form .....	14-B
Std. 1902	General Contract—Short Form .....	14-B
Std. 1903	Grading Specifications .....	14-B
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Std. 1907	Engineering and Telegraph Depart- ments—Record of Time and Distri- bution .....	53
Std. 1908	Weekly Force Report .....	57-E
Std. 1909	Contractor's Monthly Estimate Sheet.	250-A
Std. 1910	Sub-Contractor's Monthly Estimate Sheet—Exhibit A & B.....	250-A
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Std. 1913	Material Book .....	113-A
Std. 1914	Blue Print Order.....	257-A
Spl. 1914	(A. T. & S. F.) Blue Print Order Chief Engineer's Office—Chicago.....	257-A
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Std. 1916	Progress Record .....	57-D
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Std. 1918	Contractor's Bond .....	57-C
Spl. 1918	(G. C. & S. F.) Contractor's Bond— For Use in Texas .....	57-C
Std. 1919	Rider to Accompany Contractors Forms .....	
Std. 1920	Building Contract .....	14-B
Std. 1921	Building Specifications .....	250-A
Std. 1922	Steel Bridge Specifications .....	250-A
Std. 1923	Erection of Metallic Bridges.....	250-A
Std. 1924	Record of Heat Numbers of Rail in Track .....	250-A
Std. 1925	Cross Section Book .....	250-A
Std. 1926	Field Book .....	250-A
Std. 1927	Engineer's Memorandum Book .....	250-A
Std. 1928	Topography Book .....	250-A
Std. 1929	Inventory of Equipment and Sup- plies of Survey Parties .....	250-A
Std. 1930	Contract—Borrow and Waste—With- out Haul—(For Use of Construction Department only) .....	14-B
Std. 1931	Specifications for Graduation — For Use with Borrow and Waste Con- tract—(For Use of Construction De- partment Only) .....	250-A

## ENGINEERING DEPARTMENT—Continued.

Kind No.	Description	I. C. C. No.
Std. 1932	Specifications for Masonry, Brick- work and Concrete—(For Use of Construction Department Only) .....	250-A
Std. 1933	Specifications for Tracklaying, Pile and Trestle Bridges and Other Tim- ber Structures—(For Use of Con- struction Department Only) .....	250-A
Spl. 1934	(A. T. & S. F.) Circular Letter to Contractors—Interference with Tele- graph Service .....	257-A
Spl. 1935	(A. T. & S. F.) Circular Letter to Contractors—Distance Material is to be Placed from Track.....	257-A
Spl. 1936	(A. T. & S. F.) Circular Letter to Contractors—Maintenance of Fences	257-A
Std. 1937	Specifications for the Erection of Steel Tanks for Storing Water, Oil or Creosote .....	250-A
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..... 1939	.....	
Std. 1940	Record of Property Changes.....	
Std. 1940-A	Record of Property Changes—Con- tinuation Sheet .....	
Std. 1941	B. V. No. 586 Semi-annual List of Roadway Completion Reports.....	57-D
Std. 1942	B. V. No. 587 Semi-annual List of Equipment Completion Reports .....	57-D
Std. 1943	B. V. No. 588 Property Units Added and Retired and their Cost After Property is Inventoried .....	57-D
Std. 1944	B. V. No. 589 Annual Statement of Charges and Credits to Investment Account for Property Brought into or Retired from Operation.....	57-D
Std. 1945	B. V. No. 592 Annual List of and Charges in Non-carrier Property.....	57-D
Std. 1946	B. V. No. 593 List of Stocks, Bonds and other Securities .....	57-D
Std. 1947	B. V. No. 594 List of Investments Advances Made to Companies or In- dividuals .....	57-D
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Std. 1950	Work Sheet for Use in Valuation De- partment .....	
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## NOTE

For Number 2000 see Mechanical Department, page 72.

LEGAL DEPARTMENT  
SUPPLEMENTARY LIST.

Also see following blanks, of a contract nature, appearing in various lists as shown, changes in which should be approved by the Legal Department.

Kind No.	Description	I. C. C. No.
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Reg. 3-A	Bill of Lading—Order (For Texas Roads Only) .....	184-A
Reg. 17-B	Uniform Through Export—Straight Bill of Lading—Original and Duplicate .....	184-A
Reg. 17-C	Uniform Through Export—Order Bill of Lading—Original and Duplicate .....	184-A
Reg. 18	Uniform Bill of Lading—Straight.....	184-A
Reg. 18-A	Uniform Bill of Lading—Order.....	184-B
Reg. 19	Bill of Lading Signature Certificate.....	184-A
Std. 44	Shipper's Cotton—Affidavit of Weights .....	186
Std. 50	Circus Transportation Contract.....	184-C
Reg. 67	Live Stock Contract .....	184-D
Reg. 74	Transportation of Caretakers in Charge of Poultry, Vegetables, Fruit, etc., Original .....	184-D
Reg. 74-A	Transportation of Caretakers in Charge of Poultry, Vegetables, Fruit, etc., Copy .....	184-D
<b>IN PASSENGER DEPARTMENT.</b>		
Spl. 218	(A. T. & S. F.) Foreign Advertising Contract .....	91
<b>IN BAGGAGE DEPARTMENT.</b>		
Std. 276	Corpse Certificate .....	192-A
Spl. 276	Corpse Certificate (For Use in Texas Only) .....	192-A
Spl. 292	(Coast Lines) U. S. Custom Baggage—Manifest .....	192-B
<b>IN ACCOUNTING DEPARTMENT</b>		
Std. 388	Indemnity Bond—Settlement of Claim Without Original Bill of Lading or Freight Bill .....	20-B
Spl. 547	(Coast Lines) General Indemnity Bond .....	20-B
<b>IN TREASURY DEPARTMENT.</b>		
Spl. 664	(A. T. & S. F.) Oath of Office.....	1
Std. 691	Blank Proxy .....	
<b>IN TELEGRAPH DEPARTMENT.</b>		
Std. 929	Telegraph Apprentice Agreement.....	14-B
Spl. 929	(G. C. & S. F.) Telegraph Apprentice Agreement—For use in Texas.....	14-B
<b>IN CLAIM DEPARTMENT.</b>		
Std. 1404	Attorney's Statement of Witnesses, Fees, etc. ....	53, 55-C

LEGAL DEPARTMENT—Continued.

Kind No.	Description	I. C. C. No.
Spl. 1450	(Lines in Texas Only) Contract of Settlement .....	71-A
Std. 1455	Contract of Settlement, Used by All Roads Except in Texas .....	71-A
Reg. 2656	Indemnity Bond for Diversion, Delivery with Bill of Lading, etc.....	20-B
Reg. 2657	Bond for Diversion and for Delivery of Shipper's Order Freight without Bill of Lading, etc. ....	20-B
<b>IN MISCELLANEOUS DEPARTMENT.</b>		
Std. 1612	Contract for Electric Wire Crossing—Overhead .....	14-B
Std. 1612-A	Contract for Electric Wire Crossing—Underground .....	14-B
Std. 1613	Contract—Electric Light and Service..	14-B
Std. 1614	Notice of Expiration of Lease .....	14-B
Std. 1616	Right-of-way Lease for use all States Except Texas and Illinois.....	14-B
Spl. 1616	(A. T. & S. F.) Right-of-way Lease for Use in Illinois Only.....	14-B
Std. 1617	License General .....	14-B
Spl. 1617	(A. T. & S. F.) License—General—For Use in Illinois Only.....	14-B
Std. 1622	Request for Private or Farm Crossing .....	14-B
Std. 1622-A	Agreement for Private or Farm Crossing Special .....	14-B
Std. 1622-B	Agreement for Private or Farm Crossing Heretofore Established.....	14-B
Spl. 1623	Contract of Employment to Cultivate Right-of-way (For use in Oklahoma, Texas and Arizona) .....	14-B
Std. 1624	Minor's Release .....	14-B
Reg. 1624	Minor's Release .....	14-B
Std. 1625	Lease of Company Building.....	14-B
Std. 1626	Lease of Right-of-way—Term of Years .....	14-B
Std. 1626-A	Lease—Term of Years (For use in California) .....	14-B
Reg. 1632	Acknowledgement of \$1 Lease.....	14-B
Std. 1634	Irrigation Crossing Agreement .....	14-B
Std. 1658	Pipe Line License .....	14-B
Std. 1659	Contract for Industry Track.....	14-B
Spl. 1659	(G. C. & S. F.) Contract for Industry Track for use in Texas Only.....	14-B
Spl. 1676	License to Cultivate Right-of-way Clear—(For use in Illinois, Iowa, Missouri, Kansas, Colorado, New Mexico and California) .....	14-B
Std. 1685	Assignment of Patent .....	14-B
Reg. 1697	Entry for Immediate Transportation in Bond Without Appraisalment.....	174

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Kind No.	Description	I. C. C. No.
Std. 1698	Carrier's Special Manifest .....	174
Std. 1710	Release Storing Freight on Right-of-way .....	184-E
Std. 2171	Agreement — Electric Transmission Power Wire Crossing over Right-of-way .....	14-B
Std. 2172	Agreement Permission to Attach Telephone Wires to Joint Pole Lines.....	14-B
Std. 2173	Contract for Foreign Wires on Joint Pole Lines .....	14-B
Std. 2176	Lease for Company Building.....	14-B
Std. 2178	Lease of Space Occupied by American Express Company .....	14
Std. 2179	Lease of Land Occupied by American Express Company .....	14
Std. 2760	Assignment Contract .....	14-B

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Std. 1743	Affidavit and Indemnity Bond—Loss of Contract .....	14-B
Spl. 1744	(S. F. L. I. Co.) Affidavit and Indemnity Bond—Loss of Contract for Sale of Real Property.....	14-B
Std. 1749	Farm Land Lease.....	14-B
Spl. 1764	(G. C. & S. F.) Special Warranty Deed—Cash Consideration .....	13
Spl. 1766	(G. C. & S. F.) Special Warranty Deed—Reserving Vendor's Lien.....	13
Spl. 1766-A	(G. C. & S. F.) Release of Vendor's Lien .....	14-B
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Std. 1901	General Contract—Long Form.....	14-B
Std. 1902	General Contract—Short Form.....	14-B
Std. 1903	Grading Specifications .....	14-B
Std. 1918	Contractor's Bond .....	57-C
Spl. 1918	(G. C. & S. F.) Contractor's Bond—For Use in Texas .....	57-C
Std. 1920	Building Contract .....	14-B
Std. 1921	Building Specifications .....	250-A
Std. 1922	Steel Bridge Specifications .....	250-A
Std. 1923	Erection of Metallic Bridges.....	250-A
Std. 1930	Contract—Borrow and Waste—Without Haul—(For Use of Construction Department only) .....	14-B
Std. 1931	Specifications for Graduation—For Use with Borrow and Waste Contract—(For Use of Construction Department only) .....	250-A

## LEGAL DEPARTMENT—Continued.

Kind No.	Description	I. C. C. No.
Std. 1932	Specifications for Masonry, Brickwork and Concrete—(For Use of Construction Department only) .....	250-A
Std. 1933	Specifications for Tracklaying, Pile and Trestle Bridges and Other Timber Structures—(For Use of Construction Department only) .....	250-A
Std. 1937	Specifications for Erection of Steel Tanks .....	250-A



