

PROPERTY RETURNS DIVISION.

(EXAMINATION SECTION—FORM I.)

Ordnance Office,

WAR DEPARTMENT,

Washington, D. C., DEC 10th, 1864

Sir:

Your return of Ordnance and Ordnance Stores pertaining to
Stores in Charge 161st New York Infantry

for the 3^d quarter of 1864, has been examined in this
Office, and referred to the Second Auditor for settlement.

Respectfully,

Your obedient servant,

By order:

J. J. Trudwell

Captain of Ordnance,
Assistant to Chief of Ordnance.

Dr Geo W. B. Kinsey
161st New York Infantry

This letter is the evidence that the property return referred to above has passed the administrative scrutiny of the
Ordnance Bureau, and has there been found correct. IT SHOULD BE CAREFULLY PRESERVED BY THE RECEIVER.

AL

REQUISITION AND SUPPLY DIVISION.

ORDNANCE OFFICE,
WAR DEPARTMENT,

Washington, D. C., Aug 8 1864.

Lt Col W. B. Kinsey

161st N. Y. Vol

Sir:

The issue of Ordnance Stores made to you on the 23^d July 1864, from the Vicksburg Ord Depot by Capt J. O. Churchill on your requisition of July 22^d has been reported to this office and approved.

You will stand charged with these stores on the books of this office until they are duly accounted for on a Return of Ordnance Stores, covering the time from the date of their reception until the termination of the official quarter. (See paragraphs 1040 and 1421, General Regulations of the Army.)

Respectfully,

Your obedient servant,

By order:

Geo. F. Balch

Captain of Ordnance,
Assistant to Chief of Ordnance.

Notice of Ordinance issued
received for July 1864

Notice of
Ordinance issued
Aug 6 1864

ORDINANCE OFFICE

AND DEPARTMENT

RECEIVED JULY 1864

Notice of Ordinance issued
Aug 6 1864
The sum of \$1000000
for the purchase of land
for the use of the
Government
in the State of
California
for the purpose of
establishing a
military post
at the mouth of
the River of
San Joaquin
in the County of
Stanislaus
and for the purchase
of land for the
purpose of
establishing a
military post
at the mouth of
the River of
San Joaquin
in the County of
Stanislaus

97-0-0

Received of the
Treasury of the United States
the sum of \$1000000
for the purchase of land
for the use of the
Government
in the State of
California
for the purpose of
establishing a
military post
at the mouth of
the River of
San Joaquin
in the County of
Stanislaus
and for the purchase
of land for the
purpose of
establishing a
military post
at the mouth of
the River of
San Joaquin
in the County of
Stanislaus

(FORM V.)

ORDNANCE OFFICE,

WAR DEPARTMENT,

Washington, D. C., Sept. 1, 1864.

Sir:

I transmit herewith, for the use of the Officers of your Regiment accountable to this Department for Ordnance Stores, a package of blanks for making up the Quarterly Returns due for the third quarter, terminating on the 30th day of September, 1864.

THIS PACKAGE CONTAINS

- 1 Set of Quarterly Returns.
- 3 Abstracts of Expenditures, No. 9 (a.)
- 3 Inventory and Inspection Reports, 10 and 11 (b)
- 2 Invoices, No. 2 (b.) 2 Receipts, No. 7 (a.)
- 3 Charges to Soldiers, No. 12.
- 1 Blank Company History, No. 47 (a.)
- 1 Blank Letter of Transmittal.

} For the use of each Captain, or other officer commanding a Company.

Circulars No 28 & 33

The same, with the addition of 10 Invoices, No. 2 (b,) 10 Receipts, No. 7 (a,) and 4 Abstracts, No. 3 (a and b,) for Receipts and Issues, in case there are more entries to make than are provided for on the Returns.

} For the officer in charge of the surplus and reserve Ordnance Stores.

1 Blank, No. 47 (b,) to be filled up by the officer in charge of the surplus and reserve Ordnance Stores, for the time mentioned in the form.

Please distribute the same to these Officers, and remind them of the importance of rendering these returns promptly, within the time specified by the regulations of the Army.

The accompanying receipt will be signed, and returned to this Office.

Respectfully,

Your obedient servant,

Geo. D. Ramsay,

Commanding Officer

Brig. General,

Chief of Ordnance.

Regiment

Letter transmitting receipt
for Ordnance blanks
for 3rd Quarter,

Invoice of Ordnance and Ordnance Stores, turned over by Capt Geo O. Churchill
 to Depul-Ordn. Officer Assistant Quartermaster at Wichita, Miss for
 transportation to Sted W B Kinsey, Comd, 161st Regt
 in obedience to order Requisition of Maj Genl W. W. Sherman

NO. OF BOXES.	MARKS.	CONTENTS.	WEIGHT.
		80,000 long Ball Cartridges Cal. 58 80 Boxes Packing	

I certify, That the above is a correct Invoice of Ordnance and Ordnance Stores, turned over by
 me this 23rd day of July, 1864, to Quartermaster
 at Sted W B Kinsey, Comd, 161st Regt for transportation to Sted W B Kinsey, Comd, 161st Regt

(IN TRIPLICATE.)

One direct to the officer by mail. Two to the Quartermaster, who
 keeps one, and forwards the other to the receiving officer.

Geo O. Churchill Capt

1st Lt. J. H. Smith Depul-Ordn. Officer

OFFICERS INVOICING ORDNANCE STORES SHOULD OBSERVE:

That all issues or transfers of Ordnance property must be made in pursuance of proper authority.

This authority may be as follows:

1. An order for supplies given by the Chief of Ordnance, Washington, D. C.
2. A requisition duly approved as required by paragraphs 1384, 1385, and 1386, Revised Regulations of the Army.
3. A direct order given by a superior officer to transfer certain stores.
4. An order which, from its nature, involves a transfer of property.

In all cases an officer making use of this blank, must insert after the words "in obedience to," at the head of the Invoice, the order or authority under which the issue is made.

If an order for supplies, give its number and the year; if a requisition, say "the requisition of _____ of _____ 186__."

If an order, state whose order, when, and where given.

No issue will be considered valid unless the authority is given as here directed.

ABSTRACT No. _____ VOUCHER No. 1 *

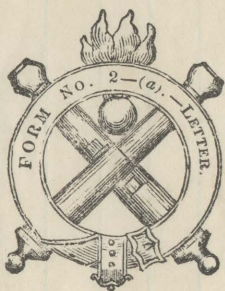
INVOICE OF STORES

TURNED OVER TO QUARTERMASTER FOR TRANSPORTATION

By Capt James O. Churchill

On the 23^d day of July, 1864.

Received 23 day of July, 1864.



* Where there are not a sufficient number of vouchers to render an abstract necessary, draw a pen through the word "ABSTRACT." In all cases, number the vouchers in the order of the date of reception, as above noted in the endorsement.

NO OF BOXES	OTHER	CONTENTS	REMARKS
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Received at Edson Point Aba this 30th day of August, 1864,
 of Sgt. Wm. B. Kinney, the following Ordnance and Ordnance
 Stores, as per invoice dated the 30th day of August, 1864.

28,000	Elongated Ball Cartridges Cal. 58
28	Boxes Packing

(IN DUPLICATE.)

Edgar P. Hill
L. P. Hill
Corway 23rd Regt M. V.

SUGGESTIONS TO OFFICERS ISSUING ORDNANCE PROPERTY.

Whenever an officer issues, transfers, or turns over to another person any Ordnance or Ordnance Stores, it must be done in compliance with *proper authority*. (See notes on the printed form of Invoice 2 (b).)

When the transfer or issue takes place, he must deliver, with the property, duplicate invoices of it, made out according to Form 2 (b;) and upon receipt of the Stores, the receiving officer will return receipts in duplicate, according to Form 7 (a.)

But where the Stores are turned over to the Quartermaster's Department for transportation to the officer to whom they are addressed, the Quartermaster will be furnished with duplicate invoices, according to Form 2 (a.) and a third will be transmitted by mail to the officer who is to receipt for the Stores.

Officers turning over Stores in this way to a Quartermaster, should take a receipt from him for the exact number of packages shipped, so that in case the Stores are lost while in charge of the Quartermaster's Department, the issuing officer may have a legal proof that the Stores were actually put in possession of that Department.

Officers issuing, or transferring property as described above, should preserve with care all receipts obtained for it. They should remember that these are the legal evidences of the transaction, and that they must be filed as vouchers, to substantiate the statements concerning issues which they make on the Property Return. The "ORDER FOR SUPPLIES," OR OTHER AUTHORITY BY WHICH THE ISSUE IS MADE, MUST ACCOMPANY AND BE ATTACHED TO THIS RECEIPT.

Unless the receipt accompanies the Return, or some other evidence that the issue was made as stated, (see paragraph 39, Instructions for making Ordnance Returns,) the money value of the articles will be stopped against the pay of the issuing officer by the Treasury Department, on the adjustment of his accounts.

(See Circular No. 52, from the Ordnance Office, below.)

ABSTRACT No. _____ VOUCHER No. * 2

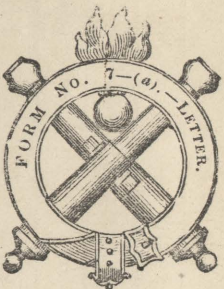
RECEIPT FOR ISSUES TO

St Louis Hall
23^d Mo Vol

on the 20th day of August, 1864,

AS PER INVOICE DATED

the 20th day of August, 1864.



* Number the receipts for entry in the Return in the order of the dates of the corresponding invoices, as noted above in the endorsement.

In case the number of receipts to enter does not render it necessary to use an Abstract, draw the pen through the word Abstract at the top.

CIRCULAR No. 52—SERIES OF 1863.

[EXTRACT.]

III. Hereafter, in the examination of all property returns in this office, the order, or other authority by which an issue or transfer of Ordnance property was made by one officer to another, *will invariably be required*. This authority may be either an order for supplies direct from this office, a requisition made in due form, approved by proper authority as per paragraph 1384, General Regulations of the Army, or an order which, from its nature, requires a transfer of property, as when the command of a company or post is transferred from one officer to another.

The original order for supplies, requisitions, or order, *must be filed with the receipt for the property*; or when the receipt cannot be obtained in time, then with the certified invoice of the issue. This rule will be enforced in the examination of all returns for the 4th quarter 1863.

At all Armories, Aarsenals, and Depots, whether permanent or in the field, copies of orders for supplies from this office, or other orders relating to such transfers, must be preserved in appropriate books.

GEO. D. RAMSAY,

Brig. General,
Chief of Ordnance.

Rec^d at Morgansia La this 12th day of Sept 1864 of
Lieut Col. Wm. B. Kinsey the following Ordnance and
Ordnance Stores, as per invoice dated the 12th day of Sept 1864

43000	Elongated Ball Cartridges Cal 574
43	Boxes Packing

Wm. Goodwin Hunt
65th U.S. C. I. Acty P. O. Officer

Voucher No 3

Receipts For Issued to

Lt Wm. T. Hoden Post Ord.

Officer at Morgansville La

On the 22nd day of Sept 1864

as per Invoice dated

The 12 day of Sept 1864

Received at Morgan's Island this 30th day of Sept, 1864,
 of Lieut Col Wm. R. Kinsey, the following Ordnance and Ordnance
 Stores, as per invoice dated the 30th day of September, 1864

7	Cartridge Box Belt
8	do do do Plate
1120	Elongated Ball Cartridge Cal. 5.77

(IN DUPLICATE.)

P. H. Van Dine
Capt Co Mth W. G. Coth

SUGGESTIONS TO OFFICERS ISSUING ORDNANCE PROPERTY.

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(See Circular No. 52, from the Ordnance Office, below.)

ABSTRACT No. 1 VOUCHER No. * 4

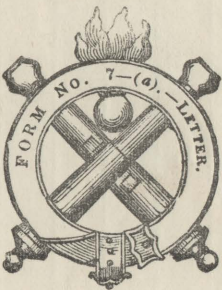
RECEIPT FOR ISSUES TO

Capt R. F. Van Tuyl
Comd'g Co 4th 161st N.Y. Vol

on the 30th day of September, 1864,

AS PER INVOICE DATED

the 30th day of Sept, 1864.



* Number the receipts for entry in the Return in the order of the dates of the corresponding invoices, as noted above in the endorsement.

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CIRCULAR No. 52—SERIES OF 1863.

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At all Armories, Arsenals, and Depots, whether permanent or in the field, copies of orders for supplies from this office, or other orders relating to such transfers, must be preserved in appropriate books.

GEO. D. RAMSAY,

Brig. General,
Chief of Ordnance.

(For issues or transfers of Ordnance Stores.)

Received at Margarita La this 30th day of Sept, 1864,
 of Sgt Co. Am B. W. W. W., the following Ordnance and Ordnance
 Stores, as per invoice dated the 30th day of Sept, 1864.

1	Wash Belt
1	Do Do Plate
1570	Elongated Ball Cartridges Cal. 5.77

(IN DUPLICATE.)

R. R. Lofgren

Lt. Col. Co. 13th Me. Inf.

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(See Circular No. 52, from the Ordnance Office, below.)

ABSTRACT NO. 1 VOUCHER NO. * 5

RECEIPT FOR ISSUES TO

Saint P. P. Soper
Comd'g Co "B" 16th N.Y. Inf

on the 30th day of Sept, 1864,

AS PER INVOICE DATED

the 30th day of Sept, 1864.



* Number the receipts for entry in the Return in the order of the dates of the corresponding invoices, as noted above in the endorsement.

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CIRCULAR No. 52—SERIES OF 1863.

[EXTRACT.]

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The original order for supplies, requisitions, or order, *must be filed with the receipt for the property*; or when the receipt cannot be obtained in time, then with the certified invoice of the issue. This rule will be enforced in the examination of all returns for the 4th quarter 1863.

At all Armories, Aarsenals, and Depots, whether permanent or in the field, copies of orders for supplies from this office, or other orders relating to such transfers, must be preserved in appropriate books.

GEO. D. RAMSAY,

Brig. General,
Chief of Ordnance.

Received at Morgansia La this 30th day of Sept, 1864,
 of Lieut Col W. R. Ramsey; the following Ordnance and Ordnance
 Stores, as per invoice dated the 30th day of September, 1864

1	Waist Belt
1	Do Do Flap
1	Bayonet Scabbard
1	Camp Pouch & Bone Pick
2470	Elongated Ball Cartridges Cal 5.77

(IN DUPLICATE.)

GEO. D. RAMSAY,

Brig. General,
Chief of Ordnance.Lieut John SaidmanRound "No 1" 161 "N.Y.C."

SUGGESTIONS TO OFFICERS ISSUING ORDNANCE PROPERTY.

Whenever an officer issues, transfers, or turns over to another person any Ordnance or Ordnance Stores, it must be done in compliance with *proper authority*. (See notes on the printed form of Invoice 2 (b).)

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Officers turning over Stores in this way to a Quartermaster, should take a receipt from him for the exact number of packages shipped, so that in case the Stores are lost while in charge of the Quartermaster's Department, the issuing officer may have a legal proof that the Stores were actually put in possession of that Department.

Officers issuing, or transferring property as described above, should preserve with care all receipts obtained for it. They should remember that these are the legal evidences of the transaction, and that they must be filed as vouchers, to substantiate the statements concerning issues which they make on the Property Return. THE "ORDER FOR SUPPLIES," OR OTHER AUTHORITY BY WHICH THE ISSUE IS MADE, MUST ACCOMPANY AND BE

ATTACHED TO THIS RECEIPT

Unless the receipt accompanies the Return, or some other evidence that the issue was made as stated, (see paragraph 39, Instructions for making Ordnance Returns,) the money value of the articles will be stopped against the pay of the issuing officer by the Treasury Department, on the adjustment of his accounts.

(See Circular No. 52, from the Ordnance Office, below.)

ABSTRACT No. 1 VOUCHER No. * 6

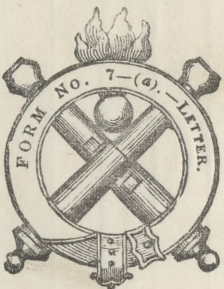
RECEIPT FOR ISSUES TO

Sicut John Saindrew
Comdg Co "C" 161st Regt.

on the 30th day of Sept, 1864,

AS PER INVOICE DATED

the 30th day of Sept, 1864.



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At all Armories, arsenals, and Depots, whether permanent or in the field, copies of orders for supplies from this office, or other orders relating to such transfers, must be preserved in appropriate books.

GEO. D. RAMSAY,

Brig. General,
Chief of Ordnance.

Received at Morganza La this 30th day of Sept, 1864
 of Sicut Col. Wm. H. Ramsey, the following Ordnance and Ordnance
 Stores, as per invoice dated the 30th day of Sept, 1864

2680 Elongated Ball Cartridge Col. 577



(IN DUPLICATE.)

GEO. D. RAMSAY

Brig. General,
 Chief of Ordnance.

James M. Cadmus

Capt. Co. "D" 161st Ill. Vols.

SUGGESTIONS TO OFFICERS ISSUING ORDNANCE PROPERTY.

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ABSTRACT No. 1 VOUCHER No. * 7

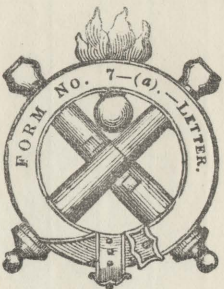
RECEIPT FOR ISSUES TO

Capt James M. Padmus
Com'dg Co "D" 161st N. Y. Vol

on the 30th day of Sept, 1864,

AS PER INVOICE DATED

the 30th day of Sept, 1864.



* Number the receipts for entry in the Return in the order of the dates of the corresponding invoices, as noted above in the endorsement.

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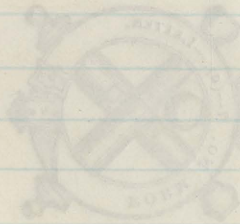
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GEO. D. RAMSAY,

Brig. General,
Chief of Ordnance.

Received at Morganza La this 30th day of Sept, 1864.
 of Lieut Col. Wm. P. Hinesey, the following Ordnance and Ordnance
 Stores, as per invoice dated the 30th day of September, 1864

8	Cartridge Box Belts
2	Do Do Do Plates
6	Gun Slings
1210	Elongated Ball Cartridges Cal. 5.75



(IN DUPLICATE.)

GEO. D. RAMSAY.

Brig. General.

Chief of Ordnance.

J. J. Farnhill

Capt. C. E. 1614 W. H. Vol

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Unless the receipt accompanies the Return, or some other evidence that the issue was made as stated, (see paragraph 39, Instructions for making Ordnance Returns,) the money value of the articles will be stopped against the pay of the issuing officer by the Treasury Department, on the adjustment of his accounts.

(See Circular No. 52, from the Ordnance Office, below.)

ABSTRACT No. 1 VOUCHER No. * 8

RECEIPT FOR ISSUES TO

Capt S. S. Fairchild.
Comd'g Co "E" 16th N.Y. Vols

on the 30th day of Sept, 1864,

AS PER INVOICE DATED

the 30th day of Sept, 1864.



* Number the receipts for entry in the Return in the order of the dates of the corresponding invoices, as noted above in the endorsement.

In case the number of receipts to enter does not render it necessary to use an Abstract, draw the pen through the word Abstract at the top.

CIRCULAR No. 52—SERIES OF 1863.

[EXTRACT.]

III. Hereafter, in the examination of all property returns in this office, the order, or other authority by which an issue or transfer of Ordnance property was made by one officer to another, *will invariably be required*. This authority may be either an ORDER FOR SUPPLIES direct from this office, a REQUISITION made in due form, approved by proper authority as per paragraph 134, General Regulations of the Army, or an ORDER which, from its nature, requires a transfer of property, as when the command of a company or post is transferred from one officer to another. The original order for supplies, requisitions, or order, *must be filed with the receipt for the property*; or when the receipt cannot be obtained in time, then with the certified invoice of the issue. This rule will be enforced in the examination of all returns for the 4th quarter 1863.

At all Armories, Arsenals, and Depots, whether permanent or in the field, copies of orders for supplies from this office, or other orders relating to such transfers, must be preserved in appropriate books.

GEO. D. RAMSAY,

Brig. General,
Chief of Ordnance.

Received at Morganza La this 30th day of Sept, 1864,
 of Sgt Co. W. R. Wiley, the following Ordnance and Ordnance
 Stores, as per invoice dated the 30th day of September, 1864

760 Elongated Ball Cartridge Cal. 5.27

(IN DUPLICATE.)

Wm. J. Little

Capt 161st W. Vol
Comdg Co 2^d

SUGGESTIONS TO OFFICERS ISSUING ORDNANCE PROPERTY.

Whenever an officer issues, transfers, or turns over to another person any Ordnance or Ordnance Stores, it must be done in compliance with *proper authority*. (See notes on the printed form of Invoice 2 (b).)

When the transfer or issue takes place, he must deliver, with the property, duplicate invoices of it, made out according to Form 2 (b) and upon receipt of the Stores, the receiving officer will return receipts in duplicate, according to Form 7 (a).)

But where the Stores are turned over to the Quartermaster's Department for transportation to the officer to whom they are addressed, the Quartermaster will be furnished with duplicate invoices, according to Form 2 (a), and a third will be transmitted by mail to the officer who is to receipt for the Stores.

Officers turning over Stores in this way to a Quartermaster, should take a receipt from him for the exact number of packages shipped, so that in case the Stores are lost while in charge of the Quartermaster's Department, the issuing officer may have a legal proof that the Stores were actually put in possession of that Department.

Officers issuing, or transferring property as described above, should preserve with care all receipts obtained for it. They should remember that these are the legal evidences of the transaction, and that they must be filed as vouchers, to substantiate the statements concerning issues which they make on the Property Return. THE "ORDER FOR SUPPLIES," OR OTHER AUTHORITY BY WHICH THE ISSUE IS MADE, MUST ACCOMPANY AND BE ATTACHED TO THIS RECEIPT.

Unless the receipt accompanies the Return, or some other evidence that the issue was made as stated, (see paragraph 39, Instructions for making Ordnance Returns,) the money value of the articles will be stopped against the pay of the issuing officer by the Treasury Department, on the adjustment of his accounts.

(See Circular No. 52, from the Ordnance Office, below.)

ABSTRACT No. 1 VOUCHER No. * 9

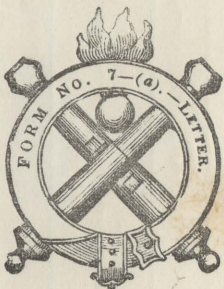
RECEIPT FOR ISSUES TO

Capt John F. Little
Comdg Co 7th 161st N.Y. Vol

on the 30th day of Sept, 1864,

AS PER INVOICE DATED

the 30th day of Sept, 1864.



* Number the receipts for entry in the Return in the order of the dates of the corresponding invoices, as noted above in the endorsement.

In case the number of receipts to enter does not render it necessary to use an Abstract, draw the pen through the word Abstract at the top.

CIRCULAR No. 52—SERIES OF 1863.

[EXTRACT.]

III. Hereafter, in the examination of all property returns in this office, the order, or other authority by which an issue or transfer of Ordnance property was made by one officer to another, *will invariably be required*. This authority may be either an ORDER FOR SUPPLIES direct from this office, a REQUISITION made in due form, approved by proper authority as per paragraph 1334, General Regulations of the Army, or an ORDER which, from its nature, requires a transfer of property, as when the command of a company or post is transferred from one officer to another.

The original order for supplies, requisitions, or order, *must be filed with the receipt for the property*; or when the receipt cannot be obtained in time, then with the certified invoice of the issue. This rule will be enforced in the examination of all returns for the 4th quarter 1863.

At all Armories, Aarsenals, and Depots, whether permanent or in the field, copies of orders for supplies from this office, or other orders relating to such transfers, must be preserved in appropriate books.

GEO. D. RAMSAY,

Brig. General,
Chief of Ordnance.

Received at Morganza La this 30th day of Sept, 1864
 of Sicut Col. W. B. Wines the following Ordnance and Ordnance
 Stores, as per invoice dated the 30th day of September, 1864

1320 Elongated Ball Cartridges Cal. 8.71



(IN DUPLICATE.)

GEO. D. RAMSAY,
 Brig. General,
 Chief of Ordnance.

Edward Fitzpatrick

Capt. Conny 60th Reg^t
N.Y. Vol

SUGGESTIONS TO OFFICERS ISSUING ORDNANCE PROPERTY.

Whenever an officer issues, transfers, or turns over to another person any Ordnance or Ordnance Stores, it must be done in compliance with *proper authority*. (See notes on the printed form of Invoice 2 (b).)

When the transfer or issue takes place, he must deliver, with the property, duplicate invoices of it, made out according to Form 2 (b₁) and upon receipt of the Stores, the receiving officer will return receipts in duplicate, according to Form 7 (a).

But where the Stores are turned over to the Quartermaster's Department for transportation to the officer to whom they are addressed, the Quartermaster will be furnished with duplicate invoices, according to Form 2 (a), and a third will be transmitted by mail to the officer who is to receipt for the Stores.

Officers turning over Stores in this way to a Quartermaster, should take a receipt from him for the exact number of packages shipped, so that in case the Stores are lost while in charge of the Quartermaster's Department, the issuing officer may have a legal proof that the Stores were actually put in possession of that Department.

Officers issuing, or transferring property as described above, should preserve with care all receipts obtained for it. They should remember that these are the legal evidences of the transaction, and that they must be filed as vouchers, to substantiate the statements concerning issues which they make on the Property Return. THE "ORDER FOR SUPPLIES," OR OTHER AUTHORITY BY WHICH THE ISSUE IS MADE, MUST ACCOMPANY AND BE

ATTACHED TO THIS RECEIPT

Unless the receipt accompanies the Return, or some other evidence that the issue was made as stated, (see paragraph 39, Instructions for making Ordnance Returns,) the money value of the articles will be stopped against the pay of the issuing officer by the Treasury Department, on the adjustment of his accounts.

(See Circular No. 52, from the Ordnance Office, below.)

ABSTRACT No. 1 VOUCHER No. * 10

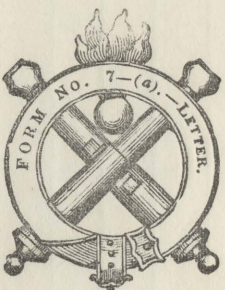
RECEIPT FOR ISSUES TO

Capt Edward T. Patrick
Comd'g Co "C" 161st N.Y.C.

on the 30th day of Sept, 1864,

AS PER INVOICE DATED

the 30th day of Sept, 1864.



* Number the receipts for entry in the Return in the order of the dates of the corresponding invoices, as noted above in the endorsement.

In case the number of receipts to enter does not render it necessary to use an Abstract, draw the pen through the word Abstract at the top.

CIRCULAR No. 52—SERIES OF 1863.

[EXTRACT.]

III. Hereafter, in the examination of all property returns in this office, the order, or other authority by which an issue or transfer of Ordnance property was made by one officer to another, *will invariably be required*. This authority may be either an ORDER FOR SUPPLIES direct from this office, a REQUISITION made in due form, approved by proper authority as per paragraph 1384, General Regulations of the Army, or an ORDER which, from its nature, requires a transfer of property, as when the command of a company or post is transferred from one officer to another.

The original order for supplies, requisitions, or order, *must be filed with the receipt for the property*; or when the receipt cannot be obtained in time, then with the certified invoice of the issue. This rule will be enforced in the examination of all returns for the 4th quarter 1863.

At all Armories, Arsennals, and Depots, whether permanent or in the field, copies of orders for supplies from this office, or other orders relating to such transfers, must be preserved in appropriate books.

GEO. D. RAMSAY,

Brig. General,
Chief of Ordnance.

Received at Morganza La this 30th day of Sept, 1864,
 of Sicut Col. Wm. P. Winsey, the following Ordnance and Ordnance
 Stores, as per invoice dated the 30th day of September, 1864.

2	Cartridge Box Belts
3	Do Do Do Plates
2	Waist Belt Plate
1	Gun Sling
1810	Elongated Ball Cartridges Cal. 5.77
1	Cartridge Box
1	Do Do Plate
1	Cop Pouch & cow Pick
1	Bayonet Scabbard

(IN DUPLICATE.)

W. R. Prunice Capt.

161st N V Vols Long Co. H.

SUGGESTIONS TO OFFICERS ISSUING ORDNANCE PROPERTY.

Whenever an officer issues, transfers, or turns over to another person any Ordnance or Ordnance Stores, it must be done in compliance with *proper authority*. (See notes on the printed form of Invoice 2 (b).)

When the transfer or issue takes place, he must deliver, with the property, duplicate invoices of it, made out according to Form 2 (b.) and upon receipt of the Stores the receiving officer will return receipts in duplicate, according to Form 7 (a.)

But where the Stores are turned over to the Quartermaster's Department for transportation to the officer to whom they are addressed, the Quartermaster will be furnished with duplicate invoices, according to Form 2 (a.) and a third will be transmitted by mail to the officer who is to receipt for the Stores.

Officers turning over Stores in this way to a Quartermaster, should take a receipt from him for the exact number of packages shipped, so that in case the Stores are lost while in charge of the Quartermaster's Department, the issuing officer may have a legal proof that the Stores were actually put in possession of that Department.

Officers issuing, or transferring property as described above, should preserve with care all receipts obtained for it. They should remember that these are the legal evidences of the transaction, and that they must be filed as vouchers, to substantiate the statements concerning issues which they make on the Property Return. THE "ORDER FOR SUPPLIES," OR OTHER AUTHORITY BY WHICH THE ISSUE IS MADE, MUST ACCOMPANY AND BE

ATTACHED TO THIS RECEIPT

Unless the receipt accompanies the Return, or some other evidence that the issue was made as stated, (see paragraph 39, Instructions for making Ordnance Returns,) the money value of the articles will be stopped against the pay of the issuing officer by the Treasury Department, on the adjustment of his accounts.

(See Circular No. 53, from the Ordnance Office, below.)

ABSTRACT No. 1 VOUCHER No.* 11

RECEIPT FOR ISSUES TO

Capt Wm P. Prentiss
Comdg Co "H" 16th Regt N.Y. Vol

on the 20th day of Sept, 1864,

AS PER INVOICE DATED

the 20th day of Sept, 1864.



* Number the receipts for entry in the Return in the order of the dates of the corresponding invoices, as noted above in the endorsement.

In case the number of receipts to enter does not render it necessary to use an Abstract, draw the pen through the word Abstract at the top.

CIRCULAR No. 53—SERIES OF 1863.

[EXTRACT.]

III. Hereafter, in the examination of all property returns in this office, the order, or other authority by which an issue or transfer of Ordnance property was made by one officer to another, *will invariably be required*. This authority may be either an ORDER FOR SUPPLIES direct from this office, a REQUESTION made in due form, approved by proper authority as per paragraph 1334, General Regulations of the Army, or an ORDER which, from its nature, requires a transfer of property, as when the command of a company or post is transferred from one officer to another.

The original order for supplies, requisitions, or order, *must be filed with the receipt for the property*; or when the receipt cannot be obtained in time, then with the certified invoice of the issue. This rule will be enforced in the examination of all returns for the 4th quarter 1863.

At all Armories, Arsenal, and Depots, whether permanent or in the field, copies of orders for supplies from this office, or other orders relating to such transfers, must be preserved in appropriate books.

GEO. D. RAMSAY,

Brig. General,

Chief of Ordnance.

Received at Morganza La this 30th day of Sept, 1864,
 of Lieut Col Wm P. Kinsey, the following Ordnance and Ordnance
 Stores, as per invoice dated the 30th day of September, 1864

1560 Elongated Ball Cartridges Cal. 5.77

(IN DUPLICATE.)

(B. 31. 12. 63. 400.)

S. A. Walling

Capt 161 Mpls

Ordnance Co "I"

SUGGESTIONS TO OFFICERS ISSUING ORDNANCE PROPERTY.

Whenever an officer issues, transfers, or turns over to another person any Ordinance or Ordinance Stores, it must be done in compliance with *proper authority*. (See notes on the printed form of Invoice 2 (b).)

When the transfer or issue takes place, he must deliver, with the property, duplicate invoices of it, made out according to Form 2 (b); and upon receipt of the Stores, the receiving officer will return receipts in duplicate, according to Form 7 (a).

But where the Stores are turned over to the Quartermaster's Department for transportation to the officer to whom they are addressed, the Quartermaster will be furnished with duplicate invoices, according to Form 2 (a), and a third will be transmitted by mail to the officer who is to receipt for the Stores.

Officers turning over Stores in this way to a Quartermaster, should take a receipt from him for the exact number of packages shipped, so that in case the Stores are lost while in charge of the Quartermaster's Department, the issuing officer may have a legal proof that the Stores were actually put in possession of that Department.

Officers issuing, or transferring property as described above, should preserve with care all receipts obtained for it. They should remember that these are the legal evidences of the transaction, and that they must be filed as vouchers, to substantiate the statements concerning issues which they make on the Property Return. THE "ORDER FOR SUPPLIES," OR OTHER AUTHORITY BY WHICH THE ISSUE IS MADE, MUST ACCOMPANY AND BE

ATTACHED TO THIS RECEIPT

Unless the receipt accompanies the Return, or some other evidence that the issue was made as stated, (see paragraph 39, Instructions for making Ordinance Returns,) the money value of the articles will be stopped against the pay of the issuing officer by the Treasury Department, on the adjustment of his accounts.

(See Circular No. 53, from the Ordnance Office, below.)

ABSTRACT No. 1 VOUCHER No. * 12

RECEIPT FOR ISSUES TO

Capt Samuel D. Walling
Comd'g Co. 8th 161st Regt. U.S.

on the 30th day of Sept, 1864,

AS PER INVOICE DATED

the 30th day of Sept, 1864.



* Number the receipts for entry in the Return in the order of the dates of the corresponding invoices, as noted above in the endorsement.

In case the number of receipts to enter does not render it necessary to use an Abstract, draw the pen through the word Abstract at the top.

CIRCULAR No. 52—SERIES OF 1863.

[EXTRACT.]

III. Hereafter, in the examination of all property returns in this office, the order, or other authority by which an issue or transfer of Ordinance property was made by one officer to another, *will invariably be required*. This authority may be either an ORDER FOR SUPPLIES direct from this office, a REQUISITION made in due form, approved by proper authority as per paragraph 1334, General Regulations of the Army, or an ORDER which, from its nature, requires a transfer of property, as when the command of a company or post is transferred from one officer to another.

The original order for supplies, requisitions, or order, *must be filed with the receipt for the property*; or when the receipt cannot be obtained in time, then with the certified invoice of the issue. This rule will be enforced in the examination of all returns for the 4th quarter 1863.

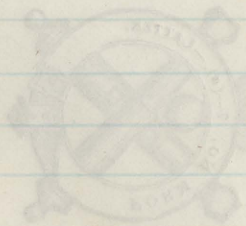
At all Armories, Arsenal, and Depots, whether permanent or in the field, copies of orders for supplies from this office, or other orders relating to such transfers, must be preserved in appropriate books.

GEO. D. RAMSAY,

Brig. General,
Chief of Ordnance.

Received at Morgansia La this 30th day of Sept, 1864
 of Sicut Col. Wm B. Lewis, the following Ordnance and Ordnance
 Stores, as per invoice dated the 30th day of September, 1864

680 Elongated Ball Cartridges Cal. 5.77



(IN DUPLICATE.)

GEO. D. RAMSAY

Brig. General,
 Chief of Ordnance.

(B. 31. 12. 63. 400.)

Wm B. Lewis Lt.
Comdg. Co. H. 1st Regt. N.Y.V.

SUGGESTIONS TO OFFICERS ISSUING ORDNANCE PROPERTY.

Whenever an officer issues, transfers, or turns over to another person any Ordnance or Ordnance Stores, it must be done in compliance with proper authority. (See notes on the printed form of Invoice 2 (a).)

When the transfer or issue takes place, he must deliver, with the property, duplicate invoices of it, made out according to Form 2 (b,) and upon receipt of the Stores, the receiving officer will return receipts in duplicate, according to Form 7 (a).

But where the Stores are turned over to the Quartermaster's Department for transportation to the officer to whom they are addressed, the Quartermaster will be furnished with duplicate invoices, according to Form 2 (a), and a third will be transmitted by mail to the officer who is to receipt for the Stores.

Officers turning over Stores in this way to a Quartermaster, should take a receipt from him for the exact number of packages shipped, so that in case the Stores are lost while in charge of the Quartermaster's Department, the issuing officer may have a legal proof that the Stores were actually put in possession of that Department.

Officers issuing, or transferring property as described above, should preserve with care all receipts obtained for it. They should remember that these are the legal evidences of the transaction, and that they must be filed as vouchers, to substantiate the statements concerning issues which they make on the Property Return. THE "ORDER FOR SUPPLIES," OR OTHER AUTHORITY BY WHICH THE ISSUE IS MADE, MUST ACCOMPANY AND BE ATTACHED TO THIS RECEIPT.

Unless the receipt accompanies the Return, or some other evidence that the issue was made as stated, (see paragraph 39, Instructions for making Ordnance Returns,) the money value of the articles will be stopped against the pay of the issuing officer by the Treasury Department, on the adjustment of his accounts.

(See Circular No. 52, from the Ordnance Office, below.)

ABSTRACT No. 1 VOUCHER No. * 13

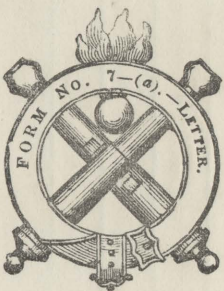
RECEIPT FOR ISSUES TO

Sicut Matthew P. Ludington
Corn & g Co "To" 161st N.Y. Vb

on the 30th day of Sept, 1864,

AS PER INVOICE DATED

the 30th day of Sept, 1864.



*Number the receipts for entry in the Return in the order of the dates of the corresponding invoices, as noted above in the endorsement.

In case the number of receipts to enter does not render it necessary to use an Abstract, draw the pen through the word Abstract at the top.

CIRCULAR No. 52—SERIES OF 1863.

[EXTRACT.]

III. Hereafter, in the examination of all property returns in this office, the order, or other authority by which an issue or transfer of Ordnance property was made by one officer to another, *will interially be required*. This authority may be either an ORDER FOR SUPPLIES direct from this office, a REQUISITION made in due form, approved by proper authority as per paragraph 134, General Regulations of the Army, or an ORDER which, from its nature, requires a transfer of property, as when the command of a company or post is transferred from one officer to another.

The original order for supplies, requisitions, or order, *must be filed with the receipt for the property*; or when the receipt cannot be obtained in time, then with the certified invoice of the issue. This rule will be enforced in the examination of all returns for the 4th quarter 1863.

At all Armories, Aarsenals, and Depots, whether permanent or in the field, copies of orders for supplies from this office, or other orders relating to such transfers, must be preserved in appropriate books.

GEO. D. RAMSAY,

Brig. General,
Chief of Ordnance.

Proc^d at Morgansia La this 8th day of
Sept 1864, of Lieut Col^l W^m P. P. Quincy the following
Ordnance and Ordnance Stores as per invoice dated
the 8th day of Sept 1864

1050	Elongated Ball Cartridge Co ^l 5, 7, 7
------	--

(Am Duplicate)

R. L. Guion
1st Lt. Co. E. 161st Inf. V.

Abstract No 1 Voucher No 14

Receipt of issue to
Lieut R. L. Girou

Co "E" 161st N.Y. Vol.

On the 8th day of Sept 1864

As per invoice dated
the 8th day of Sept 1864

Head Quarters 161st Regt N.Y.V.

Morgania La Sept 20th 1864

I certify on honor that the following Ordnance and Ordnance Stores were lost under the following circumstances. The guns and accoutrements were stored in New Orleans La with other regimental baggage and were seized by order of Maj. Genl. Banks to arm troops for the defence of New Orleans. I ^{have} never received a written order authorizing the seizure. Captain F. J. Shunk Chief Ordnance Officer at that Post afterward sent me Invoices for fifty (50) guns and a lot of accoutrements unserviceable which he offered to receipt to me for. I declined to sign them. The packing boxes were abandoned for want of transportation. The following is the Ordnance and Ordnance store lost as above stated

Viz 13	Enfield Rifle Muskets	Col 877
11	Bayonet Scabbards	
10	Camp Pouches, and Cone Pikes	Col 30
11	Cartridge Boxes	Col 58
9	Cartridge Box Plates	

Voucher No 15
Statement of Ord
Stores Lost,
161st W. U. Vol Drifty
3^d Quarter

1864
4

- 6 Gun Slings
10 Waist Belts
8 Waist Belt-Plates
12 Screw Drivers and Cone Wrenches
12 Wipers
20 Boxes Packing

W.B. Kinsey Lieut Col
Comdg 161st N.Y. Vol.

Ordnance Required for New Recruits. 161st N.Y.V. March 3rd 1864

Companies.	Enfield Rifled Muskets Complete	Car. Boxes	Car. Box Plates	Car. Box Belts	Car. Box Belt Plates	Waist Belts	Waist Belt Plates	Bayonet Scabbards	Cap pouches & Hooks	Gunn Slings	Extra Bayonets.	Cartridge Boxes	Knives	Spring Vices	Drummers Pouches	Ball Pouches	Extra Cords
A	8	7	7	7	7	7	7	7	7	7							
B	6	7	7	7	7	7	7	7	7	7							
C		21	21	18	21	19	21	16	21	21	21	2	33	33	4	2	3
D		8	8	8	8	8	8	8	8	8	8		21	21	2	1	2 35
H		2	2				2	1	2	2	2						
I		30	30	30	30	30	30	30	30	30	30		11	11	2	1	1 30
Total & issue	75	75	70	73	71	75	69	75	75	75	2	65	65	8	4	6	65
Onhand							1										
Required	75	75	70	73	71	75	68	75	75	75		65	65	8	4	6	65

Abstract of Ordnance
Required
March. 3rd, 1864

For m/w or (b)

Abstract of ⁽¹⁾ Issues to Commanders of Companies

by Lt Col Wm P. Kinsey for the Quarter ending Sept 30, 1864

Date	1864	Number of Vouchers	To whom issued										Elongated Ball Cartridge		
				Bayonet Scabbards	Cape Pouches & Bone Pick	Cartridge Box 58 Caliber	Cartridge Box Plate	Cartridge Box Belt	Cartridge Box Belt Plate	Gum Shrapnel	Waist Belt Private	Waist Belt Plate			
Sept	30	4	Capt B. F. Van Tassel Co "A"					7	8				1120		
"	"	5	1st Lieut. R. B. Soper Co "B"								1	1	1570		
"	"	6	1st Lt John Laidlaw Co "C"	1	1						1	1	2470		
"	"	7	Capt James M. Cadmus Co "D"										2680		
"	"	8	Capt S. S. Fairchild Co "E"					3	2	6			1210		
"	"	9	Capt John F. Little Co "F"										760		
"	"	10	Capt Edward Fitz Patrick Co "G"										1320		
"	"	11	Capt Wm. R. Proutie Co "H"	1	1	1	1	2	2	1	2		1810		
"	"	12	Capt Samuel A. Walling Co "I"										1360		
"	"	13	1st Lt Matthew B. Luden Co "K"										680		
"	"	14	1st Lt R. L. Quinn Co "L"										1050		
Total issued				2	2	1	1	12	12	7	4	2	16,200		

I certify that the above is correct
Wm P. Kinsey
Lt Col
10/1/64

Abstract of "Returns to Commissioner of Comptroller" of 1864

Abstract of returns to Company Commanding 3rd Quarter 1864		Abstract of returns to Company Commanding 3rd Quarter 1864	
Company	Rank	Company	Rank
1st Co	1st Lt	1st Co	1st Lt
2nd Co	2nd Lt	2nd Co	2nd Lt
3rd Co	3rd Lt	3rd Co	3rd Lt
4th Co	4th Lt	4th Co	4th Lt
5th Co	5th Lt	5th Co	5th Lt
6th Co	6th Lt	6th Co	6th Lt
7th Co	7th Lt	7th Co	7th Lt
8th Co	8th Lt	8th Co	8th Lt
9th Co	9th Lt	9th Co	9th Lt
10th Co	10th Lt	10th Co	10th Lt
11th Co	11th Lt	11th Co	11th Lt
12th Co	12th Lt	12th Co	12th Lt
13th Co	13th Lt	13th Co	13th Lt
14th Co	14th Lt	14th Co	14th Lt
15th Co	15th Lt	15th Co	15th Lt
16th Co	16th Lt	16th Co	16th Lt
17th Co	17th Lt	17th Co	17th Lt
18th Co	18th Lt	18th Co	18th Lt
19th Co	19th Lt	19th Co	19th Lt
20th Co	20th Lt	20th Co	20th Lt
21st Co	21st Lt	21st Co	21st Lt
22nd Co	22nd Lt	22nd Co	22nd Lt
23rd Co	23rd Lt	23rd Co	23rd Lt
24th Co	24th Lt	24th Co	24th Lt
25th Co	25th Lt	25th Co	25th Lt
26th Co	26th Lt	26th Co	26th Lt
27th Co	27th Lt	27th Co	27th Lt
28th Co	28th Lt	28th Co	28th Lt
29th Co	29th Lt	29th Co	29th Lt
30th Co	30th Lt	30th Co	30th Lt
31st Co	31st Lt	31st Co	31st Lt
32nd Co	32nd Lt	32nd Co	32nd Lt
33rd Co	33rd Lt	33rd Co	33rd Lt
34th Co	34th Lt	34th Co	34th Lt
35th Co	35th Lt	35th Co	35th Lt
36th Co	36th Lt	36th Co	36th Lt
37th Co	37th Lt	37th Co	37th Lt
38th Co	38th Lt	38th Co	38th Lt
39th Co	39th Lt	39th Co	39th Lt
40th Co	40th Lt	40th Co	40th Lt
41st Co	41st Lt	41st Co	41st Lt
42nd Co	42nd Lt	42nd Co	42nd Lt
43rd Co	43rd Lt	43rd Co	43rd Lt
44th Co	44th Lt	44th Co	44th Lt
45th Co	45th Lt	45th Co	45th Lt
46th Co	46th Lt	46th Co	46th Lt
47th Co	47th Lt	47th Co	47th Lt
48th Co	48th Lt	48th Co	48th Lt
49th Co	49th Lt	49th Co	49th Lt
50th Co	50th Lt	50th Co	50th Lt
51st Co	51st Lt	51st Co	51st Lt
52nd Co	52nd Lt	52nd Co	52nd Lt
53rd Co	53rd Lt	53rd Co	53rd Lt
54th Co	54th Lt	54th Co	54th Lt
55th Co	55th Lt	55th Co	55th Lt
56th Co	56th Lt	56th Co	56th Lt
57th Co	57th Lt	57th Co	57th Lt
58th Co	58th Lt	58th Co	58th Lt
59th Co	59th Lt	59th Co	59th Lt
60th Co	60th Lt	60th Co	60th Lt
61st Co	61st Lt	61st Co	61st Lt
62nd Co	62nd Lt	62nd Co	62nd Lt
63rd Co	63rd Lt	63rd Co	63rd Lt
64th Co	64th Lt	64th Co	64th Lt
65th Co	65th Lt	65th Co	65th Lt
66th Co	66th Lt	66th Co	66th Lt
67th Co	67th Lt	67th Co	67th Lt
68th Co	68th Lt	68th Co	68th Lt
69th Co	69th Lt	69th Co	69th Lt
70th Co	70th Lt	70th Co	70th Lt
71st Co	71st Lt	71st Co	71st Lt
72nd Co	72nd Lt	72nd Co	72nd Lt
73rd Co	73rd Lt	73rd Co	73rd Lt
74th Co	74th Lt	74th Co	74th Lt
75th Co	75th Lt	75th Co	75th Lt
76th Co	76th Lt	76th Co	76th Lt
77th Co	77th Lt	77th Co	77th Lt
78th Co	78th Lt	78th Co	78th Lt
79th Co	79th Lt	79th Co	79th Lt
80th Co	80th Lt	80th Co	80th Lt
81st Co	81st Lt	81st Co	81st Lt
82nd Co	82nd Lt	82nd Co	82nd Lt
83rd Co	83rd Lt	83rd Co	83rd Lt
84th Co	84th Lt	84th Co	84th Lt
85th Co	85th Lt	85th Co	85th Lt
86th Co	86th Lt	86th Co	86th Lt
87th Co	87th Lt	87th Co	87th Lt
88th Co	88th Lt	88th Co	88th Lt
89th Co	89th Lt	89th Co	89th Lt
90th Co	90th Lt	90th Co	90th Lt
91st Co	91st Lt	91st Co	91st Lt
92nd Co	92nd Lt	92nd Co	92nd Lt
93rd Co	93rd Lt	93rd Co	93rd Lt
94th Co	94th Lt	94th Co	94th Lt
95th Co	95th Lt	95th Co	95th Lt
96th Co	96th Lt	96th Co	96th Lt
97th Co	97th Lt	97th Co	97th Lt
98th Co	98th Lt	98th Co	98th Lt
99th Co	99th Lt	99th Co	99th Lt
100th Co	100th Lt	100th Co	100th Lt

I certify that the above Abstract is correct
 W.B. Kinsey
 Lt Col Commandg
 161st N.Y. Vols.

(In Duplicate)

Date
1864

American Rifle
Enfield Rifle Muskets
Complete Vol. 5.77
Bayonet Scabbards
Cape Pouches & Ribs
Canteen Boxes
Canteen Box Plates
Canteen Box Belts
Canteen Box Belt Plates
Gun Strings
Waiver Belts
Waiver Belt Plates
Ball Sockets
Screw drivers gun
Cane Muskets
Spring Vices
Punches
Punches
Wipers
Engraved Ball
Canteen Vol. 5.77
Box Pouches
Non Com Officer Swords
Enfield Bayonet

On hand
Capt James C. Churchill
R. S. Waterman R. O. M.
Capt R. F. Van Sugh

13	13	12	12	10	12	18	13	12	12		12			12	11,000	11		
13	13	13	13	13	13	13	13	13	13						8,000	80		
14										1	1						2	
✓	✓					✓	✓											
13	13	12	12	10	12	13	13	12	12		12			12	91,000	91		

Capt J. F. Shunk
St. L. Hill 33^d Mo. Vols
St. M. F. Gordon, P.O.O.
Capt R. F. Van Sugh
Sicut R. V. Soper
Sicut John Sandlaw
Capt James Cadmus
Capt S. S. Fairchild
Capt John F. Little
" Edward F. Patrick
" Wm R. Prentiss
" S. A. Walling
" Sicut Matthew Lueding

1	49	16	13	14	6	17	9	12	7	5							5-36
															28,000	28	
															43,000	43	
						7	8								1,120		
									1	1					1,870		
			1	1					1	1					2,470		
															2,630		
						3	2	6							2,260		
															78.0		
															1,320		
			1	1	1	1	2	3	1		2				1,810		
															1,360		
															680		
1	49	18	15	15	7	22	31	19	9	9					87,200	71	27

Total Issued
Remaining (Lost New Orleans)

13	11	10	11	9	00	00	6	10	8		12			12	3,800	20	
June 2 nd 1864																	

*Amount of Ordnance and Ordnance Stores pertaining to 161st Regt N.Y.V. Co
Stored at New Orleans La and seized by order of Major Genl E R S. Canby.*

Date 1864,			Infantry Rifle Muskets ^{cap & lock}	Bayonet Scabbard	Cap Pouches & Pikes	Cante Boxes	Cante Box Plates	Cante Box Belts	Cante Box Belt Plate	Gum String	Waist Belts	Waist Belt Plates	Seam Caps and small articles	Shoes	Waist Bag Office & Museum items	Belt and Bag double bag	Bayonets	Tompons
Oct	17 th	Lt Col. Wm B Kinsey	13	11	11	11	9			6	10	8	12	12	2	1		
"	"	Capt R. F. Van Deyl	14		5			4	4	14	4	4			2		14	
"	"	Capt S. H. Harding		2	2	2	2	5	5		3	3		2				
"	"	Capt John F. Little													2			
"	"	Capt Wm R. Prentice		3	4	2	7	5	9	1	5	6						
"	"	Lt John Gaidlaw			3	1	1	1	2									
			27	16	25	16	19	15	20	21	22	21	12	12	4	1	14	

W. B. Kinsey Lieut Col
Comdg 161st Regt N.Y.V. Co

Copy John J. Hammer
Adjt.

186

NUMBER OF VOUCHER.

(3) To whom issued

[illegible][illegible]

TOTAL ⁽⁴⁾ <i>passed</i>											2	2	1	1	12	12	3	4	2	16208
------------------------------------	--	--	--	--	--	--	--	--	--	--	---	---	---	---	----	----	---	---	---	-------

NOTES. { 1. If used for "Receipts," fill up with the words "Receipts from the Army." If used for issues, say "Issues to the Regular Army," "Issues to the Volunteers," "Issues to the Forts and Batteries," as the case may be—a separate one for each.
2. Arrange the articles under their proper classes, the classes following each other in order, as at pages 39 to 79, "Instructions for making Returns of Ordnance Stores."
3. Say "From whom received," or "To whom issued," as the case may be.
4. Say "Total received," or "Total issued," as the case may be.

I CERTIFY that the above Abstract is correct.

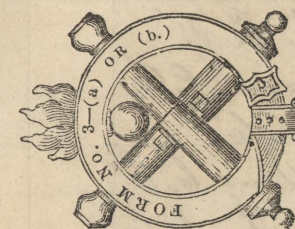
W. B. Rousey
Lt Col Comd'g 161st Regt of Col

VOUCHER No.

ABSTRACT OF *Case for*

Comdery Commanding

3d. Quarter 1864.



In making out this Abstract conform to the directions given in paragraphs 28, 29, 31, 37, and 39, of "Instructions for making Returns of Ordnance Stores," approved by the Secretary of War, February 10, 1863.

16th Regiment New York Vol. Infantry.

DIRECTIONS FOR MAKING THIS RETURN.

1. Before proceeding to fill up this form, read carefully the notes on the first page, below the endorsement, as also the following paragraphs of "Instructions for making Quarterly Returns of Ordnance and Ordnance Stores," approved by the Secretary of War, February 10, 1863, namely: 1, 4, 5, 6, 9, 10, 15, 16, 17, 18, 19, 20, 25, 26, 27, 34, 35, 36, 39, 40, 42, 47, 48, 52, 53, 54, 62, 63, 69, 70, 71, 72, 74, 75.
2. State the exact name of the fire-arm, as specified in the Classification of Ordnance Stores, Class 6, page 51, "Instructions for making Quarterly Returns," &c., &c.; also, whether smooth-bored or rifled, and the calibre.
3. State the calibre of the cartridge boxes, (whether for .54 or .58 calibre balls.)
4. State *kind and calibre* of the ball cartridges, whether *elongated*, or some patent kind. (.574 calibre is used in the .577 and .58 bores.)
5. Make out the "Triplicate" *first*, and copy the "Duplicate" and "Original" from it. This will give neat and correct copies for the Bureaux at Washington.

DIRECTIONS FOR TRANSMITTING THIS RETURN.

Send with the "ORIGINAL FOR THE TREASURY DEPARTMENT" one complete set of vouchers as above numbered.

Send with the "DUPLICATE FOR THE ORDNANCE OFFICE" such Abstracts as are required by the "Instructions for making Ordnance Returns."

Keep with the "TRIPPLICATE TO BE RETAINED" one complete set of vouchers—exact duplicates of those sent with the "Original."

Mail the "Original," with its vouchers, and the "Duplicate for the Ordnance Office," accompanied by the enclosed printed letter of transmittal, properly filled up, to the Chief of Ordnance, Washington, D. C., *in one package*, within *twenty days* after the expiration of the quarter for which the return is made. (See paragraph 1421, General Regulations of the Army.)

All officers stationed east of the Rocky mountains, who are accountable for Ordnance Stores, whose Returns fail to reach the Ordnance Office within *sixty days* from the termination of the quarter for which they are due, and who do not give a reasonable excuse for the delay, are now reported to the Adjutant General of the Army for a *stoppage of their pay* until the proper return is made. Officers stationed west of the Rocky mountains will be allowed *ninety days* from the last day of the quarter before being reported.

If officers have neglected to make Returns for past quarters, correct Returns for each should be made out before commencing that for the current quarter.

The printed blank forms enumerated in paragraph 75, "Instructions for making Returns of Ordnance Stores," will be furnished from the Ordnance Office, Washington, D. C., on application by letter.

[illegible]

I CERTIFY that the foregoing Return exhibits a correct statement of the public property in my charge during
the Quarter ending September 30th 1864.

STATION. Morgansia La
Sept 30th 1864.

Post Office Address of the Station: Chambersburg Pa

W B Kinsey
Lieut Col Commanding Company.

161st Regt N. Y. Vol

[B. 12. 1. 64. 50.]

TRIPPLICATE TO BE RETAINED BY OFFICER SIGNING THE RETURN.
[With one set of Vouchers.]

QUARTERLY RETURN
OF
ORDNANCE AND ORDNANCE STORES

RECEIVED, ISSUED, AND REMAINING ON HAND.

No. 16th Regiment New York Vol. Infantry,

COMMANDED BY
Lieut. Col. J. B. R. R. R.

DURING THE
Quarter ending Sept. 30th, 1864.

34

FOR INFANTRY AND HEAVY ARTILLERY.
FORM NO. 1 (a)

RETAINED COPY.

MEMORANDUM.

The Original and Duplicate of this Return were transmitted to the Chief of Ordnance, Washington, D. C., on the day of

W. B. R. R.

St. Louis

Commanding.

16th Regt. N. Y. V.

* Give name of officer signing this Return.

ALL COMPANY OFFICERS HAVING ORDNANCE STORES TO ACCOUNT FOR SHOULD OBSERVE—

1. That each officer's accountability commences from the day he took command of the Company; he is to make returns for his own accountability only, and is not held responsible for that of *any other person*.
 2. That all property returns in the Ordnance Department are made *quarterly*, and not *monthly*.
 3. That the account of property rendered in this Return must invariably be closed at the end of the official quarter, viz: 31st March, 30th June, 30th September, and 31st December of each year; *except*, where officers by reason of leaving the service, or being transferred to a new station or command, desire to close their accountability between these dates; in which case it will terminate at the date *the balance on hand was transferred to another person*.
 4. That it must be clearly stated how the stores with which the United States is credited came into the possession of the officer—whether brought forward from the last return; received on an invoice from another person; taken up by virtue of an inventory made by a Board of Survey, or on a certified statement, made by the officer himself.
 5. That every *issue* to another person must be made in compliance with *proper authority*, a copy of the order or requisition being furnished, and the issue attested by the *receipt of that person*. Where this cannot be obtained, a *certified invoice* of the stores which were issued must be filed as a voucher, with a *statement* on its face showing why the receipt could not be obtained. (See paragraph 39 of "Instructions," &c.)
No property can be *condemned* and *dropped*, except by authority of a regularly authorized inspector. (See paragraph 42 of "Instructions," &c.)
Nothing but ammunition, parts of arms, and material for repairs can be expended, and these only in such quantities as the necessities of the case will warrant.
- Statements of *losses* or *damage* should be supported by the report of a Board of Survey; if the certificate of the officer accountable is filed, it should be supported by any corroborative evidence which can be obtained, such as the certificates of other officers, order of a superior, or the affidavits of enlisted men or citizens.
- In short, every transaction noted on the return *must be supported by proper vouchers*, which are the legal evidences of the correctness of the statements made.
6. That the return is signed with *full name and official title*, and that it is done *legibly*; that the station and date are inserted in the proper place, when the return is finished and signed, and that the *P. O. address of the station* is given.