PROPERTY RETURNS DIVISION

ORDNANCE OFFICE,

WAR DEPARTMENT,

Washington, D. C., May 16th, 1864.

Sir:

Your return of Ordnance and Ordnance Stores pertaining to Stores in charge.

for the 1st quarter of 1864 has been examined in this office, and referred to the Second Auditor for settlement.

Respectfully, your obedient servant,

By order:

Geo. T. Balch

Captain of Ordnance.

Lt. Col. W. B. Kinsey.

161st Reg. N. York Inf.

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.

ORDNANCE OFFICE,

Headquarters, Department of the Gulf,

Commanding Officer
161 Regt. New York Vol

New Orleans, April 15 1864.

Commanding

Sir:

Enclosed, please find Invoices and Receipts for Ordnance and Ordnance Stores sent you this day.

Please sign the Receipts and forward them to me immediately.

Respectfully, your Obedient Servant,

Please fill up Receipts
When and Where Received.

Capt. Chief of Ordnance of Department.

OFFICIAL:

FORM 2—(b.)

Invoice of **Ordnance and Ordnance Stores**, *turned over by* Capt J S Bocker A.O.O. 1st Division 19th AC *to* Lt Col. W. B. Kinsey 161st New York Vol. *at* Franklin La *on the* 28th *day of* February, 1864

(See notes on outside.)

in obedience to Requisition

NO. OF BOXES.	MARKS.	CONTENTS.	WEIGHT.	VALUE, per piece or lb.
		22 Enfield Rifle Muskets (complete)		
		66 Cartridge Boxes		
		23 Cartridge Box Plates		
		42 Cartridge Box Belts		
		44 Cartridge Box Belt Plates		
		30 Waist Belts		
		22 Waist Belt Plates		
		157 Bayonet Scabbards		
		33 Cap Pouches + Cone Picks		
		25 Gun Slings		
		28 Tompions		
		25 Cones (extra)		
		~~Three Pieces~~		

The value of all Stores issued from an Arsenal, Armory, or Ordnance Depot, must, if possible, be stated.

I certify, *That the above is a correct Invoice of Ordnance and Ordnance Stores turned over by me this* 28 *day of* February, 1864, *to* Lt Col. W. B. Kinsey 161st N.Y. Vol.

J. S. Bocker

Capt + A.O.O. 1st Div. 19th AC

(IN DUPLICATE.)

(B. 22. 12. 63. 200.)

CIRCULAR No. 52—SERIES OF 1863.

ORDNANCE OFFICE,

WAR DEPARTMENT,

WASHINGTON, *November* 12, 1863.

[Extract.]

* * * * * * * * * * *

AUTHORITY FOR MAKING TRANSFERS OF PROPERTY MUST BE FURNISHED.

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, 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.

~~ABSTRACT~~ No. ..... VOUCHER No. 1 .*

INVOICE OF STORES

TURNED OVER

By Capt J. S. Poster
A. O. Q. 1st Division 16th A.C.

On the 28 day of February, 1864.

Received 2 day of March 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.

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 ..... (give Officer's name.) 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.

FORM 2—(b.)

Invoice of Ordnance and Ordnance Stores, *turned over by* Capt. J. S. Rockee A. O. O. 1st Div. 19th A.C. *to* Lt. Col. Wm B. Kinsey 161st N.Y. *at* Franklin La. *on the* 11 *day of* March, 1864, *in obedience to* Requisition (See notes on outside.)

NO. OF BOXES.	~~MARKS.~~	CONTENTS.	~~WEIGHT.~~	VALUE, per piece or lb.
	75	Enfield Rifle Muskets Complete Cal.		577
	75	Cartridge Boxes		
	70	do do Plates		
	73	do do Belts		
	71	do do do Plates		
	75	Waist Belts		
	68	do do Plates		
	75	Bayonet Scabbards		
	75	Cap Pouches & Cone Picks		
	75	Gun Slings		
	65	Screw Drivers & Cone Wrenches		
	65	Wipers		
	8	Spring Vises		
	4	Tumbler & Barrel Spring Punches		
	6	Ball Screws		
	65	Spare Cones		
	14000	Round & Elongated Ball Cartg.		Cal. 577
	14	Boxes Packing		

The value of all Stores issued from an Arsenal, Armory, or Ordnance Depot, must, if possible, be stated.

I certify, *That the above is a correct Invoice of Ordnance and Ordnance Stores turned over by me this* 11 *day of* March, 1864, *to* Lt. Col. W. B. Kinsey 161st N.Y.

J. S. Rockee Capt & A.O.O.

(IN DUPLICATE.)

(B. 22. 12. 63. 200.)

14 Wm Capt & A.O. 1st Div. 19th A.C.

CIRCULAR No. 52—SERIES OF 1863.

ORDNANCE OFFICE,

WAR DEPARTMENT,

WASHINGTON, *November* 12, 1863.

[Extract.]

* * * * * * * * * * *

AUTHORITY FOR MAKING TRANSFERS OF PROPERTY MUST BE FURNISHED.

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, 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.

~~ABSTRACT No.~~ ..... VOUCHER No. 2 .*

INVOICE OF STORES

TURNED OVER

By Capt. J. J. Archer
A.D.C. 1st Div. 19th A.C.

On the 11th day of March, 1864.

Received 14 day of March 1864.

FORM No. 2 (b.)—LETTER.

*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.

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 ..... (give Officer's name.) 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.

Recd. of Lieut Col. Wm B. Kinsey Comdg. 1st N.J. Vols during the quarter ending the 31st of March. 1864 the following Ordnance & Ordnance Stores

11	Long Enfield Rifled Muskets, complete Cal. .577
18	Cartridge Boxes
12	" " Plates
14	" " Belts
15	" " " Plates
13	Waist Belts
12	" " Plates
30	Bayonet Scabbards & Frogs
14	Cap Pouches and Picks
12	Gun Slings
28	Tompions
1209	Elongated Ball cartridges Cal. .577

R. F. Van Fleet Captain
Commanding Co "A" 1st N.J. Vols

(Duplicate)

Abstract No. 1. = Voucher No. 3

Receipts for Issues to
Captain B. F. Van Tuyl
Comdg. Co. A. 161st N.Y. Vols
During the First Quarter of
1864

As per Invoice dated
March 31st 1864

Recd of Lieut Col. Wm B. Kinsey. Comdg. 61st N.Y. Vols during the Quarter ending the 31st of March 1864 the following Ordnance & Ordnance Stores

10	Long Enfield Rifled Muskets complete. Cal. .577
19	Cartridge Boxes
9	" " Plates
9	" " Belts
9	" " " Plates
9	Waist Belts
10	" " Plates
19	Bayonet Scabbard & Frogs
9	Cap. Pouches & Picks
12	Gun Slings
763	Elongated Ball Cartridges Cal. .577

W H Clark 2nd Lieut.
Commanding Co. "B" 61st New York Vols

Abstract No 1 = Voucher No 4

Receipts for Issues To
2nd Lieut. Wm H. Clark
Comdg. Co. "B" 161st N.Y. Vols
During the First Quarter of
1864

as per Invoice dated
March 31st 1864

Recd of Lieut Col. Wm B. Kinsey, Comdg. 161st N.Y.V during the quarter ending the 31st of March 1864 the following Ordnance and Ordnance Stores - Viz.

21	Long Enfield Rifled Muskets, Complete. Cal. .577
28	Cartridge Boxes
23	" " Plates
29	" " Belts
27	" " " Plates
25	Musk Belts
21	" " Plates
42	Bayonet Scabbards + Frogs
24	Cap pouches + Picks
21	Gun Slings
33	Cone Wrenches + Screw Drivers
33	Wipers
4	Spring Vices
2	Tumbler & Band Spring Punches
3	Ball Screws
25	Extra Cones
1513	Elongated Ball Cartridges Cal. .577

John Laidlaw 1st Lieut
Comdg Co. B 161st N.Y. Vols

Duplicate

Abstract No 1 = Voucher No 5

Receipts for Issues To
1st Lieut John Laidlaw
Comdg. Co "C" 111th N.Y. Vols
During the First Quarter of
1864
As per Invoice dated
March 31st 1864

Recd of Lt Col. H. B. Kinsey Comdg. 161st N.Y. Vols the during the quarter ending on the 31st of Mar. 1864, the following Ordnance & Ordnance Stores – viz.

2	Long Enfield rifled Muskets complete. Cal. .577
2	Cartridge boxes
2	Cartridge box plates
2	Cartridge box belts
2	Cartridge box belt plates
3	Waist belts
2	Waist belt plates
6	Bayonet Scabbards & frogs
3	Cap pouches & picks
4	Gun Slings
	~~Cone Wrenches~~
	~~Wipers~~
120	Elongated Ball Cartridges Cal. .577

Duplicates

1st Lieut. Comdg Co D. 161st N.Y. Vols James McCadmus

Abstract No 1 = Vouchers No 6

Receipt for Issues To
1st Lieut. Jas. M. Cadmus
Comdg. Co. "D" 161st N.Y. Vols
During the First Quarter of
1864

as per Invoice dated
March 31st 1864

Recd. of Lt Col. H. B. Kinsey Comdg. 161st N.Y. Vols during the quarter ending the 31st of Mar. 1864 the following Ordnance & Ordnance Stores — viz.

3	Long Enfield rifled Muskets. complete - Cal. 577
5	Cartridge boxes
5	Cartridge box plates
10	Cartridge box belts
9	Cartridge box belt plates
3	Waist belts
3	Waist belts plates
9	Bayonet Scabbards & frogs
3	Cap pouches & picks
6	Gun Slings
	~~Cone Wrenches~~
	~~Wipers~~
400	Elongated Ball Cartridges Cal. .577

Duplicates

C. D. Flatterry Capt
Comdg. Co. B 161st N.Y. Vols

Abstract No 1 = Voucher No 4

Receipt for Stores To
Captain L. D. Hathaway
Comdg. Co. "E" 161st N.Y. Vols
During the First Quarter of
1864
as per Invoice dated
March 31st 1864

Recd. of Lieut. Col. Wm B. Kusiss Comdg. 161st N.Y. Vols during the quarter ending the 31st of March 1864 the following Ordnance & Ordnance Stores - Viz -

3	Long Enfield Rifled Muskets. Complete - Cal. .577
9	Cartridge Boxes
2	" " Plates
6	" " Belts
2	" " " Plates
4	Waist Belts
2	" " Plates
20	Bayonet Scabbards & Frogs
3	Cap Pouches & Picks
2	Gun Slings
303	Elongated Ball Cartridges Cal. .577

John D. Little Captain
Commanding Co "F" 161st N.Y. Vols

(Duplicate)

Abstract No 1 - Voucher No 8

Receipts for Issues to
Captain John F. Little
Comdg, Co. "F" 161st N.Y. Vols
During the First Quarter of
1864

as per Invoice dated
March 31st 1864

Recd. of Lieut Col. Wm B. Lusing Comdg 61st N.Y. Vols. during the quarter ending the 31st of March. 1864 the following Ordnance & Ordnance Stores-Viz-

14	Long Enfield Rifled Muskets. complete.- Cal. .577
19	Cartridge Boxes
14	" Box Plates
14	" " Belts
14	" " Belt Plates
14	Waist Belts
14	" " Plates
33	Bayonet Scabbards & Frogs
17	Oil Pouches & Picks
14	Gun Slings
21	Cone Wrenches & Screw drivers
21	Wipers
2	Spring Vices
1	Tumbler & Band- Spring punch
2	Ball Screws
35	Extra Cones
1154	Elongated Ball cartridges Cal .577

Edward Fitzpatrick Captain
Commanding Co. "G" 61st N.Y. Vols

(Duplicate)

Abstract No 1 = Voucher No 9

Receipts for Issues to
Captain Edward Fitz Patrick
Comdg. Co "G" 161st N.Y. Vols
During the First Quarter of
1864
as per Invoice dated
March 31st 1864

Recd. of Lieut Col. Wm B. Kinsing Comdg. 161st N.Y. Vols. during the quarter ending the 31st of Mar 1864 the following Ordnance & Ordnance Stores - Viz -

2	Long Enfield Rifled muskets. complete. Cal. 577
10	Cartridge Boxes
	~~Cartridge Box Plates~~
	~~" " Belts~~
3	Cartridge Box ~~Belt~~ Belt Plates
2	Waist Belts
1	" Belt Plates
21	Bayonet Scabbards & frogs
2	Cap Pouches & Picks
2	Gun Slings
374	Elongated Ball Cartridges Cal. ,577

W. R. Prentice Captain
Commanding Co "H" 161st N.Y. Vols

(Duplicate)

Abstract No. 1 = Voucher No. 10

Receipts for Issues to
Captain Wm. R. Prentice
Comdg. Co. "H" 161st N.Y. Vols
During the First Quarter of
1864

As per Invoice dated
March 31st 1864

Recd of Lieut Col. Wm. B. Kinsing Comdg. 16th N.Y. Vols during the quarter ending the 31st of March 1864 the following Ordnance & Ordnance Stores - Viz -

30	Long Enfield Rifled Muskets complete Cal. .577
30	Cartridge Boxes
30	" " Plates
30	" " Belts
31	" " " Plates
30	Waist Belts
30	" " Plates
43	Bayonet Scabbards & Frogs
30	Cap Pouches and Picks
30	Gun Slings
11	Cone Wrenches & Screw Drivers
11	Wipers
2	Spring Vices
1	Tumbler & Band Spring Punches
1	Ball Screws
30	Extra Cones
2490	Elongated Ball Cartridges. Cal. .577

S. V. Waring Captain
Comdg Co "I" 16th N.Y. Vols

Duplicate

Abstract No 1 = Vouchers No 11

Receipts for Issues to
Captain S. A. Walling
Comdg. Co. "I" 161st N.Y. Vols
During the First Quarter of
1864
As per Invoice dated
March 31st 1864

Recd of Lieut Col. Wm B. Kinsey Comdg. 161st N.Y. Vols during the quarter ending May 31st 1864 the following Ordnance & Ordnance Stores — viz —

1	Long Enfield rifled muskets. Complete. Cal .577
6	Cartridge boxes
1	Cartridge box plates
1	Cartridge box belts
3	Cartridge box bell plates
2	Waist belts
2	Waist belt plates
9	Bayonet scabbards & frogs
3	Cap pouches & pick
	Gun slings
	~~Core Wrenches~~
	~~Wipers~~
	~~Spring Vices~~
	~~Tumbler Punches~~
	~~Ball Screws~~
	~~Extra Cones~~

{Duplicate}

Geo M. Tillson
Captain
Comdg. Co. K 161st N.Y. Vols

Abstract No 1 = Voucher No 12

Receipt for Issues To
Captain Geo. M. Tillson
Comdg. Co. "K" 161st N.Y. Vols
During the First Quarter of
1864
As per Invoice dated
March 31st 1864

Head Quarters 161st Regt. N.Y. Vols.
Alexandria La. March. 31st 1864

I certify on honor that the ordnance and ordnance stores, enumerated below, were left on the field; the ammunition being issued during a campaigne, and we having no transportation for them. Viz.

Ten (10) Ammunition boxes. (Cartridges)

M B. Kinsey

Lt. Col. Comdg. 161st Regt. N.Y. Vols

Voucher. No. 13.

Statement
of stores lost and destroyed
appertaining to the
161st Regt. N.Y. Vols
During the 1st Quarter of
1864

FORM No. 3—(a) OR (b.)

ABSTRACT of[1] Issues to Company Commanders, by Lt. Col. W. B. Kinsey 111th N.Y. Vols, for the quarter ending March 31st, 1864.

DATE. 1864.		NUMBER OF VOUCHER.	(3) To Whom Issued	Arms.[2] Long Enfield Rifled Muskets complete, Cal. .577	Accoutrements: Cartridge Boxes	Cartridge Box Plates	Cartridge Box Belts	Cartridge Box Belt Plates	Waist Belts	Waist Belt Plates	Bayonet Scabbards and Frogs	Cap Pouches & Picks	Gun Slings	Appendages: Screw Drivers, and Cone Wrenches	Wipers	Spring Vises	Tumblers and Band Spring Punches	Ball Screws	Extra Cones	Tompions	Ammunition: Elongated Ball Cartridges, Cal. .577	Ammunition Boxes
March	31	3	Captain B. F. Van Tuyl, Co. A.	11	18	12	14	15	13	12	30	14	12	"	"	"	"	"	"	28	1209	
"	"	4	2nd Lieut. Wm. H. Clark " B	10	19	9	9	9	9	10	19	9	12	"	"	"	"	"	"	"	763	
"	"	5	1st " John Laidlaw " C	21	28	23	29	27	25	20	42	24	21	33	33	4	2	3	25	"	1573	
"	"	6	" " Jas. M. Cadmus " D	2	2	2	2	2	3	2	6	3	4	"	"	"	"	"	"	"	120	
"	"	7	Captain S. D. Hathaway " E	3	5	5	11	9	3	3	9	3	6	"	"	"	"	"	"	"	400	
"	"	8	" John F. Little " F	3	9	2	6	2	4	2	20	3	2	"	"	"	"	"	"	"	303	
"	"	9	" Edward Fitzpatrick " G	14	19	14	14	14	14	14	33	19	14	21	21	2	1	2	35	"	1154	
"	"	10	" Wm. R. Prentice " H	2	10	"	"	3	2	1	21	2	2	"	"	"	"	"	"	"	334	
"	"	11	" S. A. Walling " I	30	30	30	30	31	30	30	43	30	30	11	11	2	1	1	30	"	2490	
"	"	12	" Geo. M. Tillson " K	1	6	1	1	3	2	2	9	3	"	"	"	"	"	"	"	"	174	
			TOTAL[4] Issued	97	146	98	115	115	105	96	232	108	103	65	65	8	4	6	90	28	8500	

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.

[B. 21. 5. 63. 20 M.]

ABSTRACT—Continued.

I CERTIFY that the above Abstract is correct. W. B. Kinsey

St. Col. Comdg. 1st N.J. Vols

IN DUPLICATE.
(One with Original and one with Triplicate Return.)

Tie all the vouchers belonging to this Abstract in one bundle and fold with it.

VOUCHER No. 3 to 12

ABSTRACT OF Issues to Comp'y. bands, 1st N.J. Vols,

for Quarter 1864

FORM No. 3 (a) ON (b.)

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.

FORM No. 1—(a.)
For the use of Infantry and Heavy Artillery.

QUARTERLY RETURN OF ORDNANCE AND ORDNANCE STORES received, issued, and remaining on hand in ~~Company~~ the 161st Regiment New York Vol. Infantry

1st QUARTER 1864

DATE. 1864		NUMBER OF VOUCHER.		CLASS VI. (2) MUSKETS OR RIFLES. (Write here description of arm.) Springfield rifled muskets, calibre .58.	Enfield rifled muskets, calibre .577.	..... calibre	SWORDS. Non-commissioned officers'.	Musicians'.	CLASS VII. ACCOUTREMENTS. Bayonet scabbards.	Bayonet scabbards for sword bayonets.	Cap pouches and cone picks.	Cartridge boxes, (3) calibre.	Cartridge-box plates.	Cartridge-box belts.	Cartridge-box belt plates.	Gun slings.	Non-commissioned officers' and musicians' sword belts and plates, double frogs.	Non-com. officers' waist belts and plates.	Waist belts, privates'.	Waist-belt plates.	APPENDAGES. Ball screws.	Bullet moulds.	Screw-drivers and cone wrenches.	Spring vises.	Tumbler and band spring punches.	Tompions.	Wipers.	CLASS VIII. (4) CARTRIDGES. Elongated ball cartridges, (4) calibre .574.	Round ball cartridges, calibre	..... Ball Cartridges, calibre	Blank cartridges.	Percussion caps.	CLASS IX. PARTS OF ARMS FOR REPAIRS. Bayonets.	Do. clasp screws.	Bridles.	Do. screws.	Cones.	Guard screws.	Hammers.	Main springs.	Do. do. swivels.	Middle bands.	Ramrods.	Rear sights.	Stocks.	Tumblers.	Do. screws.	Sears.	Do. screws.	Do. springs.	Do. do. screws.	Side screws.
Jan	1		On hand from last Return						1			5	5		1	5				8									8000																							
			Taken up as per 19th a.e.																																																
Mar	2	1	Received from Capt. J. S. Booker A.O.O. 1st Div		22				157		33	66	23	42	44	25			30	22					28									25																	
Mar.	14	2	Received from Do.		75				75		75	75	70	73	71	75			75	68	6		65	8	4		65			14000				65																	
			Received from																																																
			Received from																																																
			Received from																																																
			Repaired and transferred during the quarter																																																
			TOTAL TO BE ACCOUNTED FOR		97				233		108	146	98	115	116	105			105	98	6		65	8	4	28	65			22000				90																	
March	31	3 to 12	* Issued to Company Commanders, as per abstract		97				232		108	146	98	115	115	103			105	96	6		65	8	4	28	65			8,5000				90																	
			Issued to																																																
			Issued to																																																
			Condemned and dropped by order of																																																
			Expended, as per Abstract																																																
"	"	13	Lost or destroyed, as per Statement																																																
			Charged on muster and pay rolls, as per Statement																																																
			Repaired and transferred during the quarter																																																
			TOTAL ISSUED AND EXPENDED		97				232		108	146	98	115	115	103			105	96	6		65	8	4	28	65			8500				90																	
REMAINING ON HAND TO BE ACCOUNTED FOR ON NEXT RETURN					0				1		0	0	0	0	1	2			0	2	0		0	0	0	0	0			13500				0																	

* The word "Issued" as used here means the same as the word "Transferred" as used in the Quartermaster's blanks.

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 "TRIPLICATE 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.

[Triplicate to be retained by the officer making the Return, with one set of vouchers.]

for ..... the Quarter ending March 31st 1864.

PART SECOND—TOOLS AND MATERIALS.

Instructions for making Returns of Ordnance Stores, copies.	MISCELLANEOUS. Arm chests.	Armorers' chests.	Packing boxes. (empty)
			10
			14
			24
			10
			10
			14

I CERTIFY that the foregoing Return exhibits a correct statement of the public property in my charge during ..... the Quarter ending March 31st 1864

STATION, Alexandria La

March 31st 1864

Post Office Address of the Station: New Orleans La.

W B Kinsey

Lieut. Col. Commanding ~~Company~~. the Regt.

[B. 1. 6. 63. 50.]

Send the Returns, the letter of transmittal, and all papers connected with them, to the Chief of Ordnance, in ONE PACKAGE.

TRIPLICATE 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,

of 161st Regiment N.Y.V. Infantry,

COMMANDED BY

*Lt. Col. Wm B. Kinsey

DURING THE

Quarter ending March 31st, 1864

FORM No. 1 (Ca.) Infantry and Heavy Artillery

RETAINED COPY.

MEMORANDUM.

The Original and Duplicate of this Return were transmitted to the Chief of Ordnance, Washington, D. C., on the 5th day of April, 1864

L. Col.

Commanding.

161st 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.