

Received at New Orleans La this        day of August, 1864,  
 of Lieut Col Wm D Kinsey, the following Ordnance and Ordnance  
 Stores, as per invoice dated the        day of August, 1864.

16	Enfield Rifle Muskets	Col 577
16	Bayonet Scabbards	
16	Colt Pouches & Pickes	
16	Cartridge Boxes	
16	Cartridge Box Plates	
16	Cartridge Box Belts	
16	Cartridge Box Belt Plates	
16	Gun Slings	
16	Waist Belts	
16	Waist Belt Plates	
12	Screw Drivers & Bone Wrenches	
12	Wipers	



## 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.)

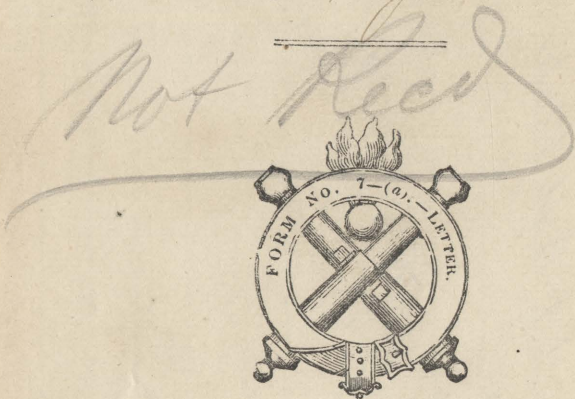
ABSTRACT No. \_\_\_\_\_ VOUCHER No. \* \_\_\_\_\_

### RECEIPT FOR ISSUES TO

on the \_\_\_\_\_ day of *August*, 1864,

AS PER INVOICE DATED

the \_\_\_\_\_ 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 1284, 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.



Received at New Orleans La this \_\_\_\_\_ day of August, 1864,  
 of Lieut Col Wm R Kinsey, the following Ordnance and Ordnance  
 Stores, as per invoice dated the \_\_\_\_\_ day of August, 1864.

- |    |                               |          |
|----|-------------------------------|----------|
| 16 | Enfield Rifles Muskets        | Cal. 577 |
| 16 | Bayonet Scabbards             |          |
| 16 | Cap Pouches & Picks           |          |
| 16 | Cartridge Boxes               |          |
| 16 | Cartridge Box Plates          |          |
| 16 | Cartridge Box Belts           |          |
| 16 | Cartridge Box Belt Plates     |          |
| 16 | Gun Slings                    |          |
| 16 | Waist Belts                   |          |
| 16 | Waist Belt Plates             |          |
| 12 | Screw Drivers & Cone wrenches |          |
| 12 | Wipers                        |          |



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

VOUCHER No.\*

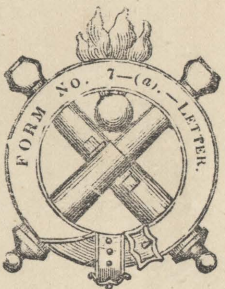
ABSTRACT No.

### RECEIPT FOR ISSUES TO

on the ..... day of *August*, 1864,

AS PER INVOICE DATED

the ..... 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.

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CIRCULAR No. 53—SERIES OF 1863.

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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, 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.



ORDNANCE OFFICE

FORM 2—(b.)

Invoice of Ordnance and Ordnance Stores, turned over by Sicut Col. W. R. Ramsey

to \_\_\_\_\_  
at New Orleans, La. on the \_\_\_\_\_ day of August, 1864,  
in obedience to \_\_\_\_\_  
(See notes on outside.)

NO. OF BOXES.	MARKS.	CONTENTS.	WEIGHT.	VALUE, per piece or lb.
16		16 Enfield Rifle Muskets Cal. 577		
16		16 Bayonet Scabbards		
13		16 Cartridge Boxes		
6		16 Cartridge Box Plates		
17		16 Cartridge Box Belts		
9		16 Cartridge Box Belt Plates		
12		16 Gun Slings		
7		16 Waist Belts		
5		16 Waist Belt Plates		
		12 Screw Drivers and Bone Wrenches		
		12 Wipers		

Vertical text on the left margin, possibly "VOLUME NO."

Vertical text on the left margin, possibly "VOLUME NO."

Vertical text on the right margin, possibly "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 \_\_\_\_\_ day of \_\_\_\_\_, 186 \_\_\_\_\_, to \_\_\_\_\_

(IN DUPLICATE.)

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

W. R. Ramsey  
For Col. Conely



## 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.

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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.

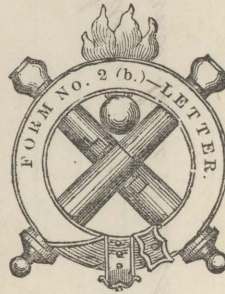
\*Where there are not a sufficient number of vouchers to render an abstract necessary, draw a pen through the word "ABSTRACT." In all cases, number the vouchers in the order of the date of reception, as above noted in the endorsement.

ABSTRACT No. .... VOUCHER No. .... \*

## INVOICE OF STORES

TURNED OVER

I Sant. Col. Wm. R. Ramsey  
Comd'g 161st Regt. N.Y. Vols  
 (the ..... day of August, 1864.  
 received ..... day of August, 1864.



## 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.



## ORDNANCE OFFICE

FORM 2—(b.)

WAR DEPARTMENT  
WASHINGTON, November 12, 1886

Invoice of Ordnance and Ordnance Stores, turned over by Lieut Col Wm R Kinsey

to \_\_\_\_\_

at New Orleans, La. on the \_\_\_\_\_ day of August, 1864,

(See notes on outside.)

in obedience to \_\_\_\_\_

NO. OF BOXES.	MARKS.	CONTENTS.	WEIGHT.	VALUE, per piece or lb.
		16 Enfield Rifle Muskets Cal. 5.77		
		16 Bayonet Scabbards		
		16 Cal. Pouches & Picks		
		16 Cartridges Boxes		
		16 Cartridge Box Plates.		
		16 Cartridge Box Belt.		
		16 Cartridge Box Belt. Plates.		
		16 Gun Slings		
		16 Waist Belts		
		16 Waist-Belt Plates		
		12 Screw Drivers and Cone wrenches		
		12 Wipes		

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 \_\_\_\_\_ day of \_\_\_\_\_, 1864, to \_\_\_\_\_

(IN DUPLICATE.)

(P. 22, 12, 63, 200.)

W B Kinsey  
Lt Col Comdr



## ORDNANCE OFFICE,

WAR DEPARTMENT,

WASHINGTON, November 12, 1863.

[Extract.]

\* \* \* \* \*

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GEO. D. RAMSAY,

Brig. General,

Chief of Ordnance.

\*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.



ABSTRACT No. .... VOUCHER No. .... \*

## INVOICE OF STORES

TURNED OVER

By *Sicut for Wm. P. Kinsey**Comd'g 161st Regt N.Y. Vol*On the ..... day of *August*, 1864.Received ..... day of *August*, 1864.

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

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



Received at New Orleans La this 6<sup>th</sup> day of September, 1864,  
 of Comdg 161<sup>st</sup> N. Y. State the following Ordnance and Ordnance  
 Stores, as per invoice dated the 6<sup>th</sup> day of September, 1864.

49	Enfield N. M. Cal 58	Unserviceable
1	Austrian "	"
36	Enfield Bayonets	"
5	N. C. Officer's Swords	"
14	Carte Boxes	"
6	" " Plates	"
17	" " Belts	"
9	" " " Plates	"
13	Cap Pouches	"
7	Waist Belts	"
5	" " Plate	"
16	Bayonet Scabbards	"
12	Gun Slings	"

( IN DUPLICATE. )

William B. B. 14<sup>th</sup> Regt. Art. Dept.  
J. D. Shank Capt & Chief of Ordnance  
 Depart of Gulf



Received at New Orleans La this 6<sup>th</sup> day of September, 1864,  
 of Commdy 161<sup>st</sup> N.Y. Inf the following Ordnance and Ordnance  
 Stores, as per invoice dated the 6<sup>th</sup> day of September—, 1864.

49	Enfield R. M. Cal 58	Unserviceable
1	Austrian "	"
36	Enfield Bayonets	"
5	N.C. Officer's Swords	"
14	Cante Boxes	"
6	" " Plates	"
17	" " Belts	"
9	" " " Plates	"
13	Cap Pouches	"
7	Waist Belts	"
5	" " Plates	"
16	Bayonet Scabbards	"
12	Gun Sling	"

(IN DUPLICATE.)

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

William S. Cupp Adj. Genl. Ad. Dept.  
for F. J. Shuck Capt & Chief of Ordn  
Dept of Gulf



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

ABSTRACT No. \_\_\_\_\_ VOUCHER No.\* \_\_\_\_\_

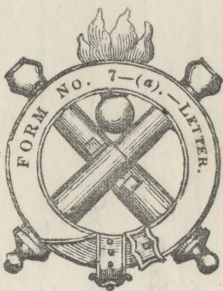
### RECEIPT FOR ISSUES TO

161 St. 24 Inf

on the \_\_\_\_\_ day of \_\_\_\_\_, 186 ,

AS PER INVOICE DATED

the \_\_\_\_\_ day of \_\_\_\_\_, 186 .



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CIRCULAR No. 52—SERIES OF 1863.

[ EXTRACT. ]

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Brig. General,  
Chief of Ordnance.