### FORM No. 7—(a.)

(For issues or transfers of Ordnance Stores.)

Received at Now Orleans La this day of August	. 1864,
Beccived at New Orleans Sa this day of August of South by The Hissey, the following Ordnance and	Ordnance
Stores, as per invoice dated the day of August	
16 Enfield Bifle Muskets bo! 5.77	
16 Bayonet Scalbards 16 Kapi Bouches & Rickes	
16 bartidge Bores	- 1
16 Cartridge Bry Plates 16 Cartridge Bry Bells	
16 kartridge Bot Belt Plates.	
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12 benew Orivers & bone Worn cheg.	
12 Wifney	

## SUGGESTIONS TO OFFICERS ISSUING ORDNANCE PROPERTY

over to another person any Ordnance or Ordnance Stores, it must be done in compliance with f Invoice  $\Im(b,)$ and

property, duplicate invoices of it, made out according to Form 2 (b;)

ng officer will return receipts in duplicate, according to Form 7 (a.) over to the Quartermaster's Department for transportation to the officer to whom they are addressed, the duplicate invoices, according to Form 2 (a.) and a third will be transmitted by mail to the officer who is to

over Stores in this way to a Quartermaster, should take a receipt from him for the exact number of packages shipped, so that re-lost while it charge of the Quartermaster's Department, the issuing officer may have a legal proof that the Stores were

make on the Property Return. respectly as described above, should preserve with care all receipts obtained for it. They should remember that ansaction, and that they must be filed as vouchers, to substantiate the statements concerning issues which they "on other Authority by Which the Issue is MADE, MUST ACCOMPANY AND BE

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

(See Circular No. 52, Iron the Ordnance Office, below.

ABSTRACT No. VOUCHER No.\* RECEIPT FOR ISSUES TO AS PER INVOICE DATED

\*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

office, a REQUISITION made in due form, approved by proper authority as per paragraph 1884, General Regulations of the Army, or an ORDER 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 officer to another, will invariably be required. property, as when the command of a company or post is transferred from one officer to another. This authority may be either an ORDER FOR SUPPLIES direct from this

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

### FORM No. 7—(a.)

(For issues or transfers of Ordnance Stores.)

Beccibed at New Orleans S of Sieut Lot Opm P. Hair		
Stores, as per invoice dated the .		t , 1864.
16 Enfield Rifles Musker	ba! 5.77	
16 Bayonet Scatbards 16 bah Pouches & Prick		
16 Cartridge Boxes		
16 bartridge Box Bello		
16 Gun Sling	lakes	
16 Waist Belt Plates		
12 Seren Drivers & Come m	enches ,	
12 Weping		
		•

## 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

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

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  $2(a_i)$  and a third will be transmitted by mail to the officer who is to receipt for the Stores.

over Stores in this way to a Quartermaster, should take a receipt from him for the exact number of re lost while in charge of the Quartermaster's Department, the issuing officer may have a legal p

actually put in possession of that Department.
Officers issuing, or transferring property a issuing, or transferring property as described above, should preserve with care all receipts obtained for it. They should remember that elegal evidences of the transaction, and that they must be filed as vouchers, to substantiate the statements concerning issues which they Property Return. The "onder for supplies," on other authority by which the issue is made, must accompany and nearly property Return.

as stated, (see paragraph 39, Instructions for issuing officer by the Treasury Department,

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

RECEIPT FOR ISSUES TO day of Magust, 1864, AS PER INVOICE DATED the day of August,

ABSTRACT No. VOUCHER No.\*



\* 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

property was made by one officer to another, will invariably be required. This authority may be either an ORDER FOR SUPPLIES direct from this 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 form, approved by proper authority as per paragraph 1884, General Regulations

Depots, whether permanent or in the field, copies of orders for supplies from this office, or other orders relating

at Many	Orlegenson as	La on the day of August	
and the direct from this	(See notes on outside.)	le by one officer and experience This authority may be ed	BOX BOY Y
in obedience to		cos made in due term approved by proper amorally as for paragraph 1888, de	n all mon
NO. OF BOXES.	MARKS.	CONTENTS. WEIGHT.	VAL per piec
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-9	16	Cartridge Box Belt Plates	
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00	771		100
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	·NVSWPSO STR	HP PRICES STANDARD DESCRIPTION OF THE PRICES	
as Vincenti No.		OFFICERS INVOICING ORDNANCE STORES SH	
- Line tongs	arsuance or proper a	Il issues or transfers of Ordnauce property must be made in property	
	gion, D. C.	athority may be as follows: an order for supplies given by the Chief of Ordannee, Washin	-
vised Regulation	1885, and 1886, Re	A requisition duly approved as required by paragraphs 1384;	2.0
		of the Aimy.	
I cert	Ill That the above	ne is a correct Invoice of Ordnance and Ordnance Stores to	
es to " at the be	day of shows	, 186 , to	urned o
me this			

### OFFICE, ORDNANCE

WAR DEPARTMENT,

WASHINGTON. November 12, 1863.

[Extract.]

MUST BE FURNISHED.

OF PROPERTY

AUTHORITY FOR MAKING TRANSFERS

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

or order, must be filed with the receipt for the property; or when the receipt cannot be obtained in 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 order for supplies, requisitions, or order, must be filed with the receipt time, then with the certified invoice of the issue. The original

such transfers, must be preserved in appropriate books.

Chief of Ordnance.

Brig. General,

D. RAMSAY

GEO.

ABSTRACT No. VOUCHER NO.

INVOICE OF STORES

\*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 recep-

tion, as above noted in the endorsement.

# OFFICERS INVOICING ORDNANCE STORES SHOULD OBSERVE:

proper authority. That all issues or transfers of Ordnance property must be made in pursuance of This authority may be as follows:

An order for supplies given by the Chief of Ordnance, Washington, D.

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

requisition "the say requisition, ත if. If an order for supplies, give its number and the year; (give Officer's name.)

of

Jo

No issue will be considered valid unless the authority is given as here directed. If an order, state whose, order, when, and where given.

t <u>Allee</u> n obedience t	(See notes on outside.)	day of August	
O. OF BOXES.	MARKS.	CONTENTS. WEIGHT.	VALUE, per piece or lb
Samonal, Samonal Samon	16 0 16 16 16 16 16 16 16 12 12 12	Enfield Rifle Muskets Cal 377 Bayonet Sicasbony Bathroughes Proper Cartridge Boy Plates, Bathrodge Boy Belt. Bandy Boy Belt. Blates. Vaist-Belt Plates Screw Drivers and Cone menches Wifes	*Where there are not a sufficient number of ventaines to resident an abstract necessary, draw a per discount the reduct the reduction the discount number the removal file of receptions in the sufficient size of receptions.
		OFF CERS INVOICING ORDNANOE STORES SHO	
	on, D. C.	isense or transfers of Ordnance property must be made in principle may be as follows:  order for supplies given by the Chief of Ordnance, Washing requisition duly approved as required by paragraphs 1384; I of the Army.	na sidT .

(IN DUPLICATE.)

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

de la company de

### OFFICE ORDNANCE

WAR DEPARTMENT,

Washington, November 12, 1863.

[Extract.]

OF PROPERTY MUST BE FURNISHED. AUTHORITY FOR MAKING TRANSFERS

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

for supplies, requisitions, or order, must be filed with the receipt for the property; or when the receipt cannot be obtained in order The original

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 This rule will be enforced in the examination of all returns for the 4th quarter 1863. such transfers, must be preserved in appropriate books. time, then with the certified invoice of the issue.

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

\*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 recep-

tion, as above noted in the endorsement.

ABSTRACT No.

VOUCHER No.

INVOICE OF STORES

TURNED OVER

# 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:

- Washington, D. An order for supplies given by the Chief of Ordnance,
- A requisition duly approved as required by paragraphs 1384, 1385, and 1386, Revised Regulations of the Army.
- A direct order given by a superior officer to transfer certain stores.
- 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.

requisition "the say requisition, ದ if number supplies, give of for If an order

(give Officer's name.)

of

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 No. 7—(a.)

(For issues or transfers of Ordnance Stores.)

Comoly 161 th. y. l.	redect is severalize			01
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36 Enfield Bayonets		"		
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14 Carte Roxes		"		
6 . Peates		1		
17 " " Rolt		,		
9 " " " Plates		,		
13 Cap Pouches		"		
7 Waist Belt		"		
of " · · · · · · · · · · · · · · · · · ·			22 .	
16 Bayonet Scallard				
12 Gun Stingo				
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SERIES OF 1803				
, the order, or other authority by which an issue or transfer of Order This authority may be either an ocurte you serveruse direct from				
s per prograph 1264, Goneral Engulations of the Army, et an on				
the receipt for the property; or when the receipt cannot be obtained				
to copies of colors for many as you as the many to see the copies to	16.	10	Amories, Arsens and	Ile tA
(IN DUPLICATE.)	Millian.	Buh /4.	& Chief of Or.	1

### FORM No. 7—(a.) (For issues or transfers of Ordnance Stores.)

Ctores, as per invoice	and our morning from the	International Property of the Control of the Contro		nance and C	~
Annual Control of the		eserg biroda evas es bell di est a codo			
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IN DEPLICATION (1)		Millau	! Sube ki	hers. Out. Dep	4.

## 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 are lost while in charge of the 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, should take a receipt from him for the exact number of packages shipped, so that 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 others authority by which the statements concerning issues which they

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

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

	ECEIPT FOR ISSUES	
on the	day of	., 186 ,
	AS PER INVOICE DATED	
the	_ day of	, 186 .
	20.7-(9)	

VOUCHER NO.\*

ABSTRACT NO.

\* 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

[EXTRACT.]

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. 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

GEO. D. RAMSAY,

Brig. General, Chief of Ordnance