

ORDNANCE OFFICE.

WAR DEPARTMENT,

WASHINGTON, November 12, 1863.

[Extract.]

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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 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.

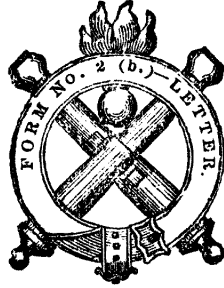
The original order for supplies, requisitions, or order, *must be filed with the receipt for the property;* or, when the receipt cannot be obtained in time, then with the certified invoice of the issue. This rule will be enforced in the examination of all returns for the 4th quarter 1863.

At all Armories, 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.

*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

On the day of, 186 .

Received day of, 186 .

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

(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.