

[With one set of Vouchers.]

QUARTERLY RETURN OF ORDNANCE AND ORDNANCE STORES

RECEIVED, ISSUED, AND REMAINING ON HAND.

Co. *A*, *22nd* Regiment *Mich* Infantry,

COMMANDED BY

* *Ezra B. Hatten*

DURING THE

3^d 4th Quarter ending *Dec 31*, 186*2*.



RETAINED COPY.

MEMORANDUM.

The Original and Duplicate of this Return were transmitted to the Chief of Ordnance, Washington, D. C., on the day of, 186 .

Commanding.

*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 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 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 *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 *warrant*.
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, return is finished and signed, and that the *P. O. address of the station* is given.

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 be supported by any corroborative evidence which can be obtained, such as the certificates of other officers, order of a superior, or the affidavit 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 statement.

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

QU.

QUARTERLY RETURN OF ORDNANCE AND ORDNANCE STORES received, issued,

NUMBER OF VOUCHER.	QUARTER 186 .	CLASS VI.												SERVICEABLE.					
		SERVICEABLE.						SERVICEABLE.											
		(2) MUSKETS OR RIFLES. (Write here description of arm.)			SWORDS.			(2) MUSKETS OR RIFLES. (Write here description of arm.)			SWORDS.								
		Springfield rifled muskets, calibre .58.	Enfield rifled muskets, calibre .577.	Non-commissioned officers'.	Musicians'.	Springfield rifled muskets, calibre .58.	Enfield rifled muskets, calibre .577.	Non-commissioned officers'.	Musicians'.	Bayonet scabbards.	Bayonet scabbards for sword bayonets.	Cap pouches and cone picks.	Cartridge boxes, .55 calibre.	Cartridge-box plates.	Cartridge-box belts.	Cartridge-box belt plates.			
	On hand from last Return																		
	Taken up as per																		
	Received from <i>Col M. Wiener</i>																		
	Received from " " "																		
	Received from																		
	Received from																		
	Received from																		
	Repaired and transferred during the quarter																		
	TOTAL TO BE ACCOUNTED FOR.....																		
	* Issued to <i>Lt. Col. H. LeFavour</i>																		
	Issued to																		
	Issued to																		
	Condemned and dropped by order of																		
	Expended, as per Abstract																		
	Lost or destroyed, as per																		
	Charged on muster and pay rolls, as per Statement																		
	Repaired and transferred during the quarter																		
	TOTAL ISSUED AND EXPENDED.....																		
	MAINTAINING ON HAND TO BE ACCOUNTED FOR ON NEXT RETURN....																		

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

DIRECTIONS FOR MAKING THIS RETURN.

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.

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.

State the calibre of the cartridge boxes, (whether for .54 or .58 calibre balls.)

State kind and calibre of the ball cartridges, whether elongated, or some patent kind. (.574 calibre is used in the .577 and .58 bores.)

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.

and remaining on hand in Company A, 22nd Regiment Mich. Vol. In

CLASS VII.															CLASS VIII.				
EQUIPMENTS.					APPENDAGES.										(4) CARTRIDGES.				
					UNSERVICEABLE.					SERVICEABLE.					SERVICEABLE.				
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.						Ball screws.	Bullet moulds.	Screw-drivers and cone wrenches.	Spring vises.	Tumbler and band spring punches.	Tompions.	Wipers.			
80	5	4	91	91								25			12				
																		5000	
PV	5	4	91	91								25			62			5000	
5	4		26	26															
5	4		26	26															
75	1	4	65	65								25			12			5000	

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 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. 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 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 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 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.]

the 3rd & 4th ^{FD} the Quarter ending Dec 31st 1862.

PART SECOND.

TOOLS AND MATERIALS.

MISCELLANEOUS.

Arm chests.

Armors' chests.

Packing boxes.

Inst'ns for making Returns.

CERTIFY that the foregoing Return exhibits a correct statement of the public property in my charge during the 3^d 1864
 ter ending Dec 31st 1862. E. B. Spaulding

STATION.

186 .

Address of the Station:

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