

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.) 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.

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.

ABSTRACT No. _____ VOUCHER No. * _____

RECEIPT FOR ISSUES TO

on the _____ day of _____, 186 ,

AS PER INVOICE DATED

the _____ day of _____, 186 .



* 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.

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