FORM No. 1—*(b.)*
For the use of Infantry and Heavy Artillery.

QUARTERLY RETURN OF ORDNANCE AND ORDNANCE STORES received, issued, and remaining on hand in Company I, 77th Regiment of New York Infantry,

DATE. 1864.		NUMBER OF VOUCHER.	QUARTER 186 .	CLASS VI. SERVICEABLE. (2) MUSKETS OR RIFLES. (Write here description of arm.) Springfield rifled muskets, calibre .58.	Enfield rifled muskets, calibre .577.	..... calibre	SWORDS. Non-commissioned officers'.	Musicians'.	UNSERVICEABLE. (2) MUSKETS OR RIFLES. (Write here description of arm.) Springfield rifled muskets, calibre .58.	Enfield rifled muskets, calibre .577.	..... calibre	SWORDS. Non-commissioned officers.	Musicians.
			On hand from last Return										
Oct	19		Taken up as per Invoice	1	20								
			Received from										
			Received from										
			Received from										
			Received from										
			Received from										
			Repaired and transferred during the quarter										
			TOTAL TO BE ACCOUNTED FOR	1	20								
Nov	19		* Issued to Capt Chas E Lenes	1	20								
			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	1	20								
			REMAINING ON HAND TO BE ACCOUNTED FOR ON NEXT RETURN										

DATE. 1864.		CLASS VII. ACCOUTREMENTS. SERVICEABLE. Bayonet scabbards.	Bayonet scabbards for sword bayonets.	Cap pouches and cone picks.	(3) Cartridge boxes, ... calibre.	Cartridge-box plates.	Cartridge-box belts.	Cartridge-box belt plates.	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.	UNSERVICEABLE.					APPENDAGES. SERVICEABLE. Ball screws.	Bullet moulds.	Screw-drivers and cone wrenches.	Spring vises.	Tumbler and band spring punches.	Tompions.	Wipers.	UNSERVICEABLE.				CLASS VIII. (4) CARTRIDGES. SERVICEABLE. Elongated ball cartridges, (4) calibre .574.	Round ball cartridges, calibre	..... Ball Cartridges, calibre	Blank cartridges.	Percussion caps.	UNSERVICEABLE. ..... Ball Cartridges, calibre	Blank cartridges.
Oct	19			20	21	7	3	4	14		6	11	21							8			4						1100				680			
			TOTAL TO BE ACCOUNTED FOR	20	21	7	3	4	14		6	11	21							8			4						1100				680			
Nov	19		* Issued to Capt Chas E Lenes	20	21	7	3	4	14		6	11	21							8			4						1100				680			
			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	20	21	7	3	4	14		6	11	21							8			4						1100				680			
			REMAINING ON HAND TO BE ACCOUNTED FOR ON NEXT RETURN																																		

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

DIRECTIONS FOR MAKING THIS RETURN.

1. 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.
2. 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.
3. State the calibre of the cartridge boxes, (whether for .54 or .58 calibre balls.)
4. State *kind* and *calibre* of the ball cartridges, whether *elongated*, or some patent kind. (.574 calibre is used in the .577 and .58 bores.)
5. 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.

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 "TRIPLICATE 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 up, 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. (See 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* from 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 of 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 the 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.

[Duplicate to be sent to the Ordnance Office, Washington, D. C.]

for *a part of the 4th* the Quarter ending *November 19th*, 1864.

CLASS IX.				
PARTS OF ARMS FOR REPAIRS.	PART SECOND. TOOLS AND MATERIALS.	MISCELLANEOUS		
		Arm chests.	Armorers' chests.	Packing boxes.	Inst'ns for making Returns.

PASTE AN ADDITIONAL SHEET ALONG HERE FOR ENTERING FULL SETS OF ARMORER'S TOOLS.

I CERTIFY that the foregoing Return exhibits a correct statement of the public property in my charge during *a part of 4th* ~~the Quarter~~ ending *November 19th*, 1864.

Carlos Rowe

2nd Lt 77th P B Vols

Commanding Company.

STATION.

...., 186 .

Post Office Address of the Station: ....

[7. 5. 64. 50.]

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

DUPLICATE FOR ORDNANCE OFFICE.

[With Abstract of Expenditures, Inventory of Condemned Stores, and Statement of Charges to Soldiers only.]

QUARTERLY RETURN

OF

ORDNANCE AND ORDNANCE STORES

RECEIVED, ISSUED, AND REMAINING ON HAND.

Co. *B*, *77th* Regiment *P B Vol* Infantry,

COMMANDED BY

* *Lieut Carlos Rowe*

DURING THE

a part of 4th ~~Quarter~~ ending *Nov 19th*, 1864.

P. R. D. LETTER REGISTER.

Book .... Letter .... No. ....

STATE: ....

Book ....

FORM NO. 1 (b).—For Infantry and Heavy Artillery.

Received at Ordnance Office ...., 186 .

ORIGINAL examined and referred to the 2d Auditor ...., 186 .

* 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 is 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 issue 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, with 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 case will warrant.
   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 should be supported by any corroborative evidence which can be obtained, such as the certificates of other officers, order of a superior, or the affidavits 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 statements made.
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, when the return is finished and signed, and that the *P. O. address of the station* is given.