

REQUISITION FOR ORDNANCE AND ORDNANCE STORES for the use of Company \*  
 \* Regiment \* , commanded by \*

Station: ..... * COURTS AND DEPT.: ..... * DATE: ..... *		NUMBER OF MEN IN THE COMMAND. Sergeants. * Musicians. * Corporals and Privates. *			READ THIS. State opposite each article in the column for "APPLICATION," for what use it is needed, as follows: OUTFIT. { New Regiment. Recruits. Conscripts. Convalescents. Never Supplied. REFIT. { Condemned as per Report. Expended in Service. Lost unavoidably by Lost by men and charged.	
----------------------------------------------------------------	--	--------------------------------------------------------------------------------------------	--	--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

NUMBER required to arm the WHOLE Command.	NUMBER ON HAND.	NUMBER deficient and to be SUPPLIED.	NAMES OF ARTICLES. <small>If ammunition or guns are required, state whether filled or smothered, and give the exact calibre. Use the correct names of Ordnance Stores as given on page 398 Army Regulations of 1861, and in printed headings of Property Returns.</small>	APPLICATION.	NUMBER ISSUED. <small>(Enter in red ink.)</small>
*	*	*		*	

I CERTIFY that the foregoing requisition has been made by me; and that the number and use of each article are correctly stated.

SIGN LEGIBLY.

EXAMINED AND APPROVED: ..... \*  
 Commanding Regiment.

APPROVED: ..... \*  
 Commanding Department.

I certify that the articles stated in this column were issued by me on this requisition ..... 186  
 (Sign Name and Post.)

CERTIFICATE OF MUSTER.  
(See Directions, Item No. 2.)

I hereby certify that ..... non-commissioned  
officers and privates of the ..... Regiment  
of ....., were mustered into the  
United States service for ..... years, on.....  
186 , at .....  
by .....

No. .... Book .....

REQUISITION FOR ORDNANCE STORES

FOR .....

STATION: .....

DATE: ....., 186 .

REQUISITION AND SUPPLY DIVISION.



Received at Ordnance Office ....., 186 .

Order for Supplies No. ....

From .....

Date: ....., 186 .

..... notified ....., 186 .

[Chiefs of Special Arms and Chief Ordnance Officers will sign their approval below, giving Station and Date.]

DIRECTIONS TO OFFICERS MAKING REQUISITIONS.

1. FILLING UP BLANKS.—See that all the places marked with a \* are filled up.
2. EVIDENCE OF MUSTER.—If the articles called for are required to arm and equip new regiments or recruits, the certificate of the mustering officer must appear on the requisition, if procurable; when not procurable, (the reason of which will be added,) the Commanding Officer of the Regiment or Post will certify to the fact. (See Form on back, and par. 1384 Army Regulations, 1861.)
3. EVIDENCE OF DISPOSITION.—When the stores called for are required to replace others previously in service, the disposition of the latter must be satisfactorily accounted for as follows: CASE I.—If the articles are worn out or unserviceable, a certified copy of the inspection report condemning them must be appended. Forms 10 and 11 (b.) (See paragraphs 1022 and 1033 Regulations, 1861.) CASE II.—If the articles have been unavoidably lost or expended in service, it will be so stated. CASE III.—If lost or damaged by the carelessness of the men, the officer will certify that he has charged the cost of the same on the muster rolls. (Paragraph 1028.)
4. APPROVALS.—Requisitions must be approved by the immediate commanders, Regimental and General. In case there is an Ordnance Officer at headquarters and a Chief of the Arm, the requisition will be approved by them. In all other cases the personal approval of the General Commanding the District, Corps, or Department, is requisite.
5. PRESENTATION.—Requisitions will be presented to the nearest Ordnance Officer and always in duplicate, except at the Ordnance Office, Washington, D. C., where a single copy is sufficient.

DIRECTIONS TO ISSUING AND DEPOT OFFICERS.

1. Consolidated requisitions for Brigades, Divisions, &c., must be accompanied by one copy of the individual requisitions of which they are the abstracts, embraced in one package.
2. When a requisition is made for an advance of stores or ammunition, to be held as a reserve, the officer will state the necessity therefor and the basis on which made.
3. No issues will be made but upon requisitions regularly made and approved, except in cases of emergency not admitting of delay, when the issue will be covered subsequently by a requisition.
4. The requirements of the following order will be strictly observed: Special Orders, Adjutant General's Office, April 29, 1861. "Issues of Ordnance, arms, ammunition, or other supplies from the *Arsenals*, will be made only on orders from the Ordnance Office; and requisitions for all such supplies as may be wanted for troops will be sent to that office, instead of to the *Arsenals* direct."
5. When a requisition calls for an exchange of arms, the officer will see that the requirements of Circular No. 17, Series of 1863, from the Ordnance Office, Washington, D. C., have been complied with.
6. Whenever a requisition has been complied with as far as possible, a copy of it will be transmitted to the Ordnance Office, in order that the issue may be covered by an *Order for Supplies*, which is the voucher for the transfer.
7. A sufficient supply of Forms 22 and 10 & 11 (b), for the troops in the command, should be kept on hand.