

117. Both Regimental and Company stores shall ^{Inspection.} be inspected by the Commanding Officer at least once a year, or oftener, if he see fit, when all losses must be accounted for, or charged to those losing them, or to the Company.

118. An account shall be kept by the Quarter-^{Accounts.} master with the Militia Department, and another with each of the Companies, Band, Buglers, Pioneers, Staff Sergeants, and Officers.

All "Issues" from the Quarter-master's store must ^{Requisition.} be on requisitions from Officers commanding Companies, countersigned by the Commanding Officer; and for all "Returns" a receipt must be given by the Quarter-master.

119. Each Company shall keep a Stores Book, in ^{Stores Book.} which all "Issues" from the Quarter-master's store or "Returns" thereto must be *entered at once*, with the date and any particulars connected therewith.

120. A page shall be given in the Company Stores Book to each man, and each "Issue" made to him must be signed for and the date given; when "Returns" are made, the Officer or Non-Commissioned Officer receiving must sign for them in the presence of the man returning them. When Rifles, Swords, Knapsacks, Haversacks, or Great-coats are issued or returned, the regimental number of each must be entered in their respective columns; but in the case of Clothing and Accoutrements the figure "1" only is necessary.

Books.

121. All books used in the Regiment shall be of a ^{Regimental} uniform pattern. Company books must be obtained ^{Books.} from the Quarter-master.

The books to be kept in the Regiment shall be :

General Order Book, Letter Book, Guard Books, Regimental Order Book, Service Roll Book, Muster Roll Book, Casualty Book, Records of Regiment and Officers' Services, Quarter-master's Store Book, Register of Rifle Practice, Regimental Defaulter Book, Register of Non-Commissioned Officers' Certificates.