

19. When deficiencies or damages are discovered on a transfer of the equipment and stores, the value of the articles deficient, or the cost of making good the damages, will be recovered from the officer giving over the command, unless he has been relieved of the responsibility by authority of the G.O.C.

20. Where any loss, injury, or deterioration of equipment, other than personal, is clearly traceable to the neglect of a subordinate, the C.O. who is liable may apply through the Officer Commanding District to the G.O.C. to be relieved of the cost of replacing or repairing such equipment. In the case of personal equipment the usual steps will be taken to recover the cost of replacing or repairing.

21. The C.O. will bring to the notice of the Ordnance Officer any undue delay in the supply of any articles of equipment. The C.O. will at all times furnish the Ordnance Officer with such information as he may require regarding the state of equipment in his charge.

22. All indents and demands for stores on Ordnance Department ledgers and vouchers for audit will be forwarded through District Headquarters.

SECTION II.—GENERAL SUPPLY OF EQUIPMENT.

A. Supply of Equipment.

23. Stores, however trifling in value, will not be issued without a properly prepared indent being submitted as laid down in the regulations.

Indents will, however, in case of necessity be accepted in the form of any written or telegraphic communication, but must be immediately confirmed by a properly prepared indent on the body of which reference to above written or telegraphic communication will be made. Under no circumstances will stores be issued by telephonic communication.

24. Indents for stores required for the maintenance of authorized equipments will be rendered to the Ordnance Officer on the dates provided in para. 25 by officers who are accountants. They will be prepared in triplicate on the authorized forms, which will be completed where necessary to show the paragraph or table of the regulations authorizing the issue, the establishment of men, animals, or equipment, the quantities of equipment on charge, and, in the case of those articles for which a period of duration has been assigned, the time the articles to be replaced have been in use.

A separate sheet (or division of such forms as are divided by perforation) will be used for each group of sections, and will bear the regimental or corps office stamp.

Indents for ammunition and stores required on payment will be surcharged to that effect in red ink.

25. Except in the case of emergency, indents will be rendered on the following dates:—

Stores required to complete equipment or to replace unserviceable articles	} G 10 {	Quarterly—	
Materials for repair of bicycles in camps ..			1st January.
Materials for repair and maintenance of mechanical transport vehicles and workshop equipment			1st April.
Expense stores			1st July.
Materials for repair of harness and saddlery ..		1st October.	
Materials for repair of wagons, &c. ..			
Materials for cleaning and oiling arms ..			
Artificers' tools			
Paper targets for use with portable subtargets ..			
Stable necessaries			
Camp equipment		G 8 When required.	
Gun ammunition		G 10 "	
Small-arm ammunition		G 10 See paras. 80, 126.	

26. When small quantities of camp equipment or material for repair are required form G 10 will be used in lieu of the special forms. (*Vide* Appendix 1A.)

27. When indents are rendered on dates other than those laid down in para. 25 a statement will be forwarded for the information of the G.O.C., showing why the requirements were not foreseen and why the supply could not wait until the next periodical indent is rendered.

28. On notification of a change of pattern involving the immediate withdrawal of that in use, indents will be forwarded for the new equipment, but a C.O. will not demand any articles from store on account of a preference which he may have for a particular pattern.

29. Until a C.O. has satisfied himself that articles are thoroughly unserviceable and cannot be repaired by the means at his disposal he will not forward indents for their replacement, notwithstanding that such articles may have been in use for the period of duration assigned to them under these regulations.

Special authority will be required for the exchange of serviceable equipment or of equipment which can be repaired regimentally.

30. Indents and vouchers for equipment for the use of troops detached from Headquarters will be signed by the O.C. the unit. To obviate the necessity for intermediate indents, the C.O. will cause an inspection of the equipment to be made before the quarterly indents are prepared.

31. When accoutrements are lost, or arms are damaged to such an extent that they cannot be repaired, the wants may be temporarily met by using the equipment of men who are for the time non-effective. Small-arm ammunition, arms and service-pattern articles which form part of an officer's regulation kit (but which are not authorized as public equipment) as shown in the Field Service Manuals, also surveying and drawing instruments necessary for carrying out the military training and education, and which he may acquire for his own personal use, may be issued on prepayment.

Carbines and rifles may be issued under the conditions laid down in Appendix 3.

Other articles will not be issuable on payment to officers except by order of the D. of E. & O.S.

32. The value of stores issued on repayment, and of ammunition issued on payment, will be recovered by the Command Paymaster in whose area the issuing