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MEDICAL DIRECTOR'S OFFICE,
HEADQUARTERS, DEPARTMENT OF THE GULF,

New Orleans, December 4, 1863.

CIRCULAR.

The attention of all Medical Officers, Department of the Gulf, is called to the following paragraphs from Circular No. 7, Surgeon General's Office, May 7th, 1863 :

15. Requisitions for medical and hospital supplies are to be made in duplicate. in preparing them, medical officers will conform to the Standard Supply Table, both in the articles and quantities asked for, avoiding fractions in quantities. When increased quantities or additional articles are required, satisfactory reasons therefor must be assigned, or they will not be supplied.

16. Requisitions for outfits of medical and hospital supplies will be made for three months, and in the form of a letter, stating the number of men or beds to be supplied, and whether for general hospitals, permanent posts, or field service. If for permanent posts, the amount of hospital accommodations must be stated, so that, if less than one hundred beds, the allowance of bedding, hospital clothing, furniture and appliances may be correspondingly reduced.

17. Requisitions to replenish medical and hospital supplies will always be made in detail, according to Form 8, and for those articles only that are really deficient in quantity. If the supplies are to be obtained from the principal purveying depots, these requisitions will be made quarterly ; if from department or field depots, they will be made at such times, and for such periods, as the Medical Director may prescribe. (Special requisitions are not intended to take the place of the regular quarterly requisition. They are only permissible in cases of emergency, and the face of the requisition must state the circumstances which constitute the emergency rendering such special requisition necessary.)

R. H. ALEXANDER,

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Department of the Gulf.

