

commission, office and residence of each officer and member, and shall revise said roster annually and correct the same; he shall make out and issue all commissions and discharges directed by the commander-in-chief; he shall prepare and provide the necessary rosters, books of record, forms, blanks for commissions, discharges, returns and other papers required under this act, at the expense of the state, and distribute the same to commanding officers of divisions, brigades, regiments, battalions and squadrons entitled to them, upon proper requisition therefor; he shall be charged with all correspondence between the commander-in-chief and officers of the several states and territories, the secretary of war, the adjutant general of the army of the United States and other persons in official stations on the subject of military affairs, and keep a record of such correspondence. He shall annually make a return, in triplicate, of all the militia of this state, one copy whereof he shall deliver to the commander-in-chief, on or before the first day of January thereafter, one copy to be transmitted to the adjutant general of the United States army and one copy shall be filed in his office. He shall receive and file all returns made to him according to law and regulation, and annually make a detailed report thereof to the commander-in-chief. He shall, except in so far as the duties may be distributed by the governor to the other chiefs of the administrative branches of the general staff, make contracts with the lowest bidders, upon public notice, for the supply and furnishing to such troops as the governor may direct, within the limit of the appropriations by act of the general assembly to such purpose, uniforms, arms, ammunition and equipments, the said uniforms not to cost more than \$20 each, and in all cases; and by whatever officer these contracts for expenditures shall be made, in the manner prescribed, the said officer shall make and certify the account, with explicit vouchers, and transmit the same, countersigned and approved by the governor, to the comptroller, for final settlement in the mode and