

**MATERIAL REQUEST**

NETCSTAFFINST 4400.1C

Submit to requisitioning office for preparation of appropriate procurement documents.  
When requesting rubber stamps, attach a sample indicating size of stamp and letters.

POC:			DATE (mm/dd/yyyy) :			
CODE:	PHONE:	SDN (FOR N8 USE ONLY):				
STOCK/PART NUMBER		DESCRIPTION				
DATE DESIRED (mm/dd/yyyy)	UNIT OF ISSUE (BX, DZ, EA PG, PK, SE)		QTY	UNIT PRICE	TOTAL PRICE	
REFERENCE (Publication number, page, figure, and index)				SHIPPING		
				GRAND TOTAL		
REMARKS/JUSTIFICATION (Desired priority; if emergency, explain)						
I CERTIFY THAT THE PURCHASE OF MATERIALS LISTED HEREON IS NECESSARY FOR OFFICIAL GOVERNMENT BUSINESS REQUESTED BY (FOR DIRECT TURNOVER MATERIAL)						
REQUESTOR'S SIGNATURE			GPC AUTHORIZING OFFICIAL'S SIGNATURE			
UPON RETURN TO THE ACTIVITY, THE FOLLOWING MUST BE COMPLETED: RECEIVED, INSPECTED AND VERIFIED BY CREDIT CARD HOLDER: _____						
DATE PERFORMED _____			CERTIFIER SIGNATURE _____			
<b>RECEIPT/DELIVERY OF SUPPLY OR SERVICE</b>						
DATE RECEIVED:			PHONE NUMBER:			
PRINT NAME:			SIGNATURE:			
CODE:			PURCHASE TOTAL:			