

MATERIAL REQUEST

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 (N8 use only):			
STOCK/PART NUMBER		DESCRIPTION			
DATE DESIRED (mm/dd/yyyy)	UNIT OF ISSUE (BX, EA, DZ, PG, SE, PK, etc.)		QTY	UNIT PRICE	TOTAL PRICE
REFERENCE (Publication number, page, figure, and index)					
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 THE CREDIT CARD HOLDER:					
DATE PERFORMED _____			BY: CERTIFIER SIGNATURE _____		
RECEIPT/DELIVERY OF SUPPLY OR SERVICE					
DATE RECEIVED:			PHONE NUMBER:		
PRINT NAME:			SIGNATURE:		
CODE:			PURCHASE TOTAL:		