

MATERIAL REQUEST  
NETC 4235/1 (05-04)

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

FROM (Shop/Office		TO	
STOCK PART NUMBER		NOMENCLATURE	
UNIT OF ISSUE	QUANTITY DESIRED	DATE DESIRED	ESTIMATED COST
A/C OR EQUIPMENT APPLICATION	MAKE AND MODEL	SERIAL/ BUREAU/USN NUMBER	SIDE NUMBER
REFERENCE (Publication number, page, figure, and index)		DEMAND	
		<input type="checkbox"/> RECURRING (R)	<input type="checkbox"/> NON-RECURRING (N)
REMARKS/JUSTIFICATION (Desired priority, if emergency, explain)			

AUTHORIZED BY (Signature)	DATE
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TO BE USED BY REQUISITIONING OFFICE ONLY

<input type="checkbox"/> MATERIAL ON ORDER, REQUISITION NO. _____	<input type="checkbox"/> NOT IN STOCK	<input type="checkbox"/> ADDITIONAL INFO. REQUIRED
<input type="checkbox"/> (Other)		