

MATERIAL REQUEST  
CNET 4235/4 (4-74)

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 |
|---------------------------|------|

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)                                  |                                       |  |