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 | SERI AL/ BUREAU/USN NUMBER | SIDE NUMBER |
| REFERENCE *(Publication number, page, figure, and index)* | | DEMAND<br>☐ RECURRING (R) | ☐ NON-RECURRING (N) |

REMARKS/JUSTI FICAT ION *(Desired priority, if emergency, explain)*

| AUTHORIZED BY *(Signature)* | DATE |
|---|---|

*TO BE USED BY REQUISITIONING OFFICE ONLY*

☐ MATERIAL ON ORDER, REQUISITION NO. _____ ☐ NOT IN STOCK ☐ ADDITIONAL INFO. REQUIRED

☐ (Other)