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 ☐ 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)

RESET **EMAIL TO:**