

EQUIPMENT AND WORK REQUEST

1. Use to obtain office furniture, machines, and equipment, and repairs thereto and to request building maintenance, laborer services, and telephone installations (see NAVMEDCOMINST 5920.1 series).
2. Submit in duplicate (one copy will be returned to the requesting office, showing action taken).

FROM:

TO:

ITEM OR MAINTENANCE REQUESTED:

QUANTITY

SERIAL NUMBER

DESCRIPTION (size, model, manufacturer, etc.) OR NATURE AND LOCATION OF MAINTENANCE

JUSTIFICATION

DELIVER ITEM TO (Code and name)

BUILDING NO.

ROOM NO.

FOR INFORMATION CONSULT

BUILDING NO.

ROOM NO.

TELEPHONE NO.

AUTHORIZED BY (Signature)

DATE

ACTION TAKEN BY M09B2