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:

Via:

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:	Telephone No.:	Building No.:	Room No.: