

COMOMAGINST 4400.1E  
N4  
12 Dec 02

COMOMAG INSTRUCTION 4400.1E

Subj: MATERIAL AND SERVICE SUPPLY PROCEDURES FOR COMOMAG STAFF

Ref: (a) COMOMAGINST 5400.1J  
(b) COMOMAGINST 4000.1P

Encl: (1) Request for Materials or Services, COMOMAG 4400/1  
(Rev. 12-02)

1. Purpose. To establish procedures to be followed by COMOMAG staff personnel in requesting materials or services.

2. Cancellation. COMOMAGINST 4400.1D.

3. Background. Reference (a) assigns the Supply Department responsibility for providing supply support to the COMOMAG Staff. This guidance primarily covers routine materials and contractual maintenance services coordinated by the Supply Department. Facility repairs shall be coordinated by the Facilities Manager with the Supply Department as necessary.

4. Action. To ensure effective supply support, the following procedures for requesting materials and services shall be adhered to:

a. The Supply Department will:

(1) Operate and maintain a Ready Issue Storeroom to stock a variety of common use office supplies and cleaning materials.

(2) Receive and inspect required Direct Turn-Over (DTO) supplies and notify department representatives when materials are received.

b. Material/service requestors shall:

(1) Submit a written request for services or supplies not carried or not in stock using enclosure (1).

(2) All requests for services or material will be submitted to the Supply Department LPO.

5. Policy

a. The following requests for material and services must be approved by the cognizant department head prior to submission to the Supply Department for processing:

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(1) All requests for material categorized as controlled equipage per reference (b).

(2) All requests for material or services known or expected to exceed \$200.00 in total cost.

b. Requests for ADP hardware or software must be approved by the AIS/Communications Officer (N6) prior to submission to the Supply Department.

c. All requests for material and services must be approved by the Supply Officer.

T. W. AUBERRY

Distribution: (COMOMAGINST 5216.1T)  
List I, Case A

**REQUEST FOR MATERIALS OR SERVICES**

Date: \_\_\_\_\_

From: \_\_\_\_\_

Nomenclature/Description	NSN/Part Number/Specification	Quantity

**Additional Descriptive Data:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Suggest Source of Supply:** \_\_\_\_\_

**Date Material or Service Required:** \_\_\_\_\_

**Requested by:** \_\_\_\_\_ (Printed Rank/Rate and Name)      \_\_\_\_\_ (Signature)

**Department Head Approval (if required):** \_\_\_\_\_

**AIS/Communications Officer Approval (if required):** \_\_\_\_\_

**Supply Officer Approval:** \_\_\_\_\_

FOR SUPPLY DEPARTMENT USE ONLY

Received: \_\_\_\_\_ Processed by: \_\_\_\_\_

Doc. No. \_\_\_\_\_ Date Completed: \_\_\_\_\_