Topic: Self-Help Projects	OPR: Directorate of Public Works (760) 380-3433
Reference: Installation Support Service Contract	

Procedure:

- Material Request is only used for Real Property Maintenance or Repair.

- Building Managers and Authorized requestors of the Installation Support Service Contract (ISSC) can request issue of materials .

- Material Request Form is available in the Operations & Maintenance (O&M) division of DPW Bldg 385.

- Fill in Item Description, Quantity/Unit of Measure (UM), Building Number, and Printed Name.

- The form will then be reviewed by the Contracting Officer Representative (COR) or Alternate Contracting Officer Representative (ACOR) in O&M.

- Upon approval the COR or ACOR will sign the form and instruct the person to go to building 364.

- The person will enter the warehouse building and be asked to show the Request Form to the Customer Service Representative at the Counter.

- After inspection of the form for accuracy, will have the requestor sign in, in the log book on the counter.

- After receiving the material, closely inspect to make sure the product is what you are requesting.

- Once process has completed please complete an Interactive Customer Evaluation (ICE) form for either a good/bad experience in Material Receiving for process improvement with future customers.

JANTEC
Material Control
Material Issue Form

WORK ORDER #	BUILDING	PRINTED NAME	EMPLOYEE #	CR W CODE

ITEM NUMBER	ITEM DESCRIPTION	LOCATION	QTY UM

Were all items needed available? ☐ yes ☐ no

ISSUED BY: _____ RECEIVED BY: _____ DATE: _____

DPW APRROVAL: _____ DATE: _____

JANTEC APPROVAL: _____ DATE: _____