

DOCUMENT REGISTER FOR SUPPLY ACTIONS

Instructions

ELEMENT KEEPING THE REGISTER - Enter name of the element and unit keeping the register.

DOD ACTIVITY ADDRESS CODE - Enter the unit DODAAC that will be put on the request.

UIC - Enter the Unit Identification Code of the requesting unit.

PAGE NUMBER - Enter page number. Pages are numbered in sequence.

(a) - Enter the Julian date.

(b) - Enter the assigned four-digit document serial number.

(c) - Enter name of activity the document is sent to.

(d) - Enter the stock number of the item being requested or turned in. For other than request for issue or turn-in, leave blank.

(e) - Enter one or two words that identify the item requested or turned in.

For other than requests for issue or turn-in, enter a description of the form or action. Examples are—S/C for Statement of Charges. R/S for Report of Survey.

(f) - Enter custody receipt or equipment number, or other locally assigned identification for which item is requested.

For adjustment documents such as statements of charges or reports of survey, applicable custody receipt number may be entered.

(g) - Enter the Priority (PD) of the request for issue; otherwise, leave blank.

(h) - The person authorized to authenticate requests will place their initials in this column for each UND A and B request. Otherwise, leave blank

(i) - Enter the quantity requested. For other than request for issue, leave blank.

(j) - Enter the quantity received or quantity turned in. Enter partial receipts in pencil. Otherwise, leave blank.

(k) - Enter the quantity due-in when document number is assigned (pencil entry). On receipt of materiel or receipt of cancellation or rejection status, change the due-in quantity.

(l) - This column may contain more than one entry. All entries are made in pencil. When the space in this column is insufficient, use column (n).