

# MATERIAL APPROVAL SUBMITTAL

(See Instructions on Reverse)

TO: (Contract Specialist)	FROM: (Contractor)	DATE (YYYYMMDD)
CONTRACT NUMBER	SUBMISSION NUMBER	SUBMITTAL <input type="checkbox"/> NEW <input type="checkbox"/> RESUBMITTAL
PREVIOUS SUBMISSION NUMBER	PROJECT NUMBER	

## TO BE COMPLETED BY CONTRACTOR

## FOR GOVERNMENT USE ONLY

ITEM NO.	SPECIFICATION SECTION/ PARA NO./DRAWING NO.	DESCRIPTION OF MATERIAL (Include Type, Model Number, Catalog Number, Mfg., etc.)	AP- PROVED	DISAP- PROVED	SEE REVERSE	INITIAL

BY COMPLETING THIS FORM, THE UNDERSIGNED CONTRACTOR CERTIFIES THAT THE MATERIAL COMPLIES WITH ALL SPECIFICATIONS OF SUBJECT CONTRACT.

Contractor POC	Date Forwarded	
<b>RECEIVED BY:</b> (Contract Specialist Name Print)		Date Received
<b>SENT TO:</b> (A&E POC Name Print) <input type="checkbox"/> N/A (NOT APPLICABLE)		Date Reviewed

RECOMMEND	APPROVAL	DISAPPROVAL AS INDICATED ABOVE AND SUBJECT TO ANY APPLICABLE COMMENTS ON THE
<b>SENT TO:</b> (COR Name Print)		Date Reviewed
RECOMMEND	APPROVAL	DISAPPROVAL AS INDICATED ABOVE AND SUBJECT TO ANY APPLICABLE COMMENTS ON THE REVERSE

(Contract Specialist Name Print)	Date Forwarded to Contractor
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☐ APPROVED ☐ DISAPPROVED AS INDICATED ABOVE AND SUBJECT TO ANY APPLICABLE COMMENTS ON THE REVERSE SIDE. REQUEST RESUBMITTAL ON DISAPPROVED ITEMS WITHIN \_\_\_\_\_ DAYS OF DATE SHOWN BELOW.

[illegible][illegible]

### INSTRUCTIONS TO CONTRACTORS

- 1. The term "material" is defined as articles, supplies, raw materials, equipment, parts, components, and end items that are to be incorporated into the work required by the contract.*
- 2. This form is to be used by contractors for submitting Shop Drawings, Equipment Data, Manufacturer's Literature and Certificates and samples of Materials to the Government for approval in accordance with the provisions of this contract. Unless otherwise specified, it is to be prepared in 2 copies, signed, and provided to the contracting office with appropriate attachments.*
- 3. Item(s) to be approved will be clearly tabbed or identified. Data pertaining to item(s) to be approved will be clearly identified or tabbed, particularly where documents are voluminous, in order to properly evaluate the materials or articles to be incorporated in the work. Each attachment will be numbered to correspond with the item number shown on the face of this form.*
- 4. Requests submitted shall be numbered consecutively, by contract, in the space entitled "Submission No.". This number, in addition to the Contract No., will be used to identify each Material Approval Submittal. Resubmissions will be indicated in the appropriate block and the insertion of previous submission number and data in addition to a new submission number. A single submission should be used for all work of a section of the specifications, but in NO instance should the submission include work for more than one (1) contract. Submittals requiring priority handling will be submitted by separate submittal using the form and so marked across the face of the form.*
- 5. This Material Approval Submittal is not valid unless it is signed by the contracting office. This approval is required as called for by the contracting office under the terms of this contract.*

- (REVERSE)