From: Commanding Officer, USS ______________________
To: Chief Executive Officer, Navy Exchange Service Command (Code A)

Subj: REQUEST FOR LOAN FOR VENDING MACHINE EQUIPMENT/ACCESSORIES

Ref: (a) COMNEXCOM ltr Ser/xxx dtd __________
(b) NAVSUP Pub 487

1. Reference (a) advised that procurement action had been initiated and provided copies of purchase orders for vending machine equipment/accessories and offered a loan for the full or partial amount.

2. The material requested has been received. The total dollar amount of the material, including transportation charges, is $ ___________. In accordance with paragraph 8102-1 of reference (b), a loan in the amount of $___________ is requested. It is further requested that the loan be repaid at the rate of $ _____________ per accounting period for ____ periods.

3. Point of contact is ____________ phone, ___________ fax, ____________ email.

Signature of Commanding Officer
Or by direction