

Date

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