

Date

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

Subj: REQUEST FOR NON-REIMBURSABLE GRANT

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 the initial outfitting of ships store display aids and vending equipment.
2. The material requested has been received. The total dollar amount of the material, including transportation charges, is \$ _____. In accordance with paragraph 8102-2 of reference (b), a grant in this amount is requested.
3. Point of contact is _____ phone, _____ fax, _____ email _____.

Signature of Commanding Officer
Or by direction