

DoDEA DEFENSE PROPERTY ACCOUNTABILITY SYSTEM CATALOG REQUEST

1. DATE (YYYYMMDD)	2. POINT OF CONTACT EMAIL ADDRESS
3. POINT OF CONTACT NAME (Last, First, Middle Initial)	4. ACTIVITY
5. TELEPHONE NUMBERS (Include Area Code)	
a. DSN	b. COMMERCIAL
6. FAX NUMBERS (Include Area Code)	
a. DSN	b. COMMERCIAL
7. MANUFACTURER NAME	8. MANUFACTURER MODEL NUMBER
9. ACQUISITION COST	10. RECOMMENDED FEDERAL SUPPLY CLASS (FSC)
11. NOMENCLATURE	
12. TYPE ACTION REQUIRED (X one)	13. MANUFACTURER KEY DATA (X one)
<input type="checkbox"/> ADD <input type="checkbox"/> CHANGE	<input type="checkbox"/> ADD <input type="checkbox"/> CHANGE

14. DETAILED DESCRIPTION OF ITEM TO BE ADDED/CHANGED

SUBMIT THIS FORM TO: HQ DoDEA Catalog Team, CatalogRequest@hq.dodea.edu

CATALOG TEAM USE ONLY:

15. NEW ITEM GROUP AND CLASS	16. NOUN	17. NEW STOCK NUMBER
18. PROCESSED BY		19. DATE PROCESSED (YYYYMMDD)

20. COMMENTS