Request for Transmission of Telegraphic Message

USE PRESCRIBED BY NIH MANUAL 1766-26101-35-1

NAME		ICD	DATE OF REQUEST

BUILDING/ROOM	PHONE NO.	CAN	TYPE OF MESSAGE
			☐ Single ☐ Multiple address ☐ Book

ADMINISTRATIVE OFFICER/APPROVING OFFICIAL (Typed name)	(Signature)	DATE APPROVED

MESSAGE TO BE TRANSMITTED

1. Please double space and use ALL CAPITAL LETTERS.
2. Type within the dotted lines.
3. When preparing the message, do not use symbols. Use these replacements:

Instead of:	$	%	#	&	@
Use:	DLRS	PCT	NO.	AND	AT

TO:

NIH 2619 (3/87)

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