



DEPARTMENT OF THE NAVY

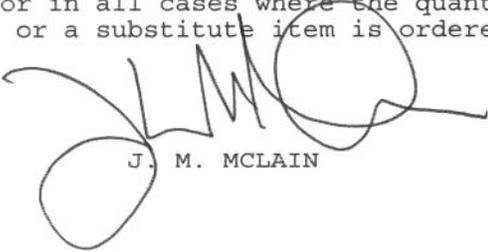
HELICOPTER TRAINING SQUADRON TWENTY EIGHT
2945 LONG ISLAND STREET SUITE 320
MILTON, FLORIDA 32570

IN REPLY REFER TO:
HT-28INST 4235.1
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25 May 2007

HELTRARON TWENTY-EIGHT INSTRUCTION 4235.1

Subj: INSTRUCTIONS FOR PROCUREMENT OF SUPPLIES

1. Purpose. To set forth procedures for requesting Squadron supplies.
2. Background. The Squadron Supply Clerk is responsible for procuring Squadron supplies. Due to low priorities assigned to office supplies, it is possible that thirty days may elapse before receipt of certain items of this type. Therefore, it is necessary that individual offices maintain an adequate stock of high usage items with provisions for timely reordering to ensure that stocks are not depleted.
3. Action
 - a. Department Leading Petty Officers shall forward a memorandum to the Squadron Supply Clerk listing those items of material required. Items that are high cost will need prior approval by the approving officer (Command Chief).
 - b. Requests for the following categories of items shall be signed by the approving officer only. The authority shall not be delegated.
 - (1) Office machines and furniture.
 - (2) Initial issue equipment.
 - (3) Excess to authorized allowance.
 - (4) Purchases from commercial sources.
 - c. The Squadron Supply Clerk will:
 - (1) Make appropriate Servmart purchases to keep supplies or other common items on hand in the squadron spaces.
 - (2) Prepare a smooth requisition (1149) and forward to NAS Whiting Field Comptroller.
 - (3) Assign priority in accordance with current directives.
 - (4) Notify the originator in all cases where the quantity ordered is changed, cannot be procured, or a substitute item is ordered.


J. M. MCLAIN

Distribution:
HT-28INST 5216.1
List I
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