Department of the Interior, Indian Affairs	*Revised on Sept 29, 2020*

MATERIAL APPROVAL SUBMITTAL

(See Instructions on Reverse)

TO: *(Contracting Officer)*	**FROM:** *(Contractor)*	DATE
CONTRACT NUMBER	SUBMISSION NUMBER	SUBMITTAL ☐ NEW ☐ RESUBMITTAL
PREVIOUS SUBMISSION NUMBER	PROJECT NUMBER	

TO BE COMPLETED BY CONTRACTOR			**FOR GOVERNMENT USE ONLY**			
ITEM NO.	SPECIFICATION SECTION/ PARA NO./DRAWING NO.	DESCRIPTION OF MATERIAL *(Include Type, Model Number, Catalog Number, Mfg., etc)*	AP-PROVED	DISAP-PROVED	SEE REVERSE	INITIAL
			☐	☐	☐	
			☐	☐	☐	
			☐	☐	☐	
			☐	☐	☐	
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			☐	☐	☐	
			☐	☐	☐	
			☐	☐	☐	

BY COMPLETING THIS FORM, THE UNDERSIGNED CONTRACTOR CERTIFIES THAT THE MATERIAL COMPLIES WITH ALL SPECIFICATIONS OF SUBJECT CONTRACT.

DATE	TYPE OR PRINT NAME AND TITLE	SIGNATURE

FOR GOVERNMENT USE ONLY

TO: *(Contracting Officer)*

For Evaluation and Action

DATE	TYPE OR PRINT NAME AND TITLE	SIGNATURE

TO: *(Project Engineer or Contracting Officer Representative)*

RECOMMEND	☐	APPROVAL	☐	DISAPPROVAL AS INDICATED ABOVE AND SUBJECT TO ANY APPLICABLE COMMENTS ON THE REVERSE

DATE	TYPE OR PRINT NAME AND TITLE	SIGNATURE

TO: *(Contractor)*

☐ APPROVED ☐ DISAPPROVED AS INDICATED ABOVE AND SUBJECT TO ANY APPLICABLE COMMENTS ON THE REVERSE SIDE. REQUEST RESUBMITTAL ON DISAPPROVED ITEMS WITHIN _____ DAYS OF DATE SHOWN BELOW.

DATE	TYPE OR PRINT NAME AND TITLE	SIGNATURE

COMMENTS
(Number to correspond with applicable Item Number on reverse)

INSTRUCTIONS TO CONTRACTORS

1. *The term "material" is defined as articles, supplies, raw materials, equipment, parts, components, and end items that are to be incorporated into the work required by the contract.*

2. This form is to be used by contractors for submitting Shop Drawings, Equipment Data, Manufacturer's Literature and Certificates and samples of Materials to the Government for approval in accordance with the provisions of this contract. Unless otherwise specified, it is to be prepared in 4 copies, signed, and provided to the contracting officer with appropriate attachments.

3. Item(s) to be approved will be clearly tabbed or identified. Data pertaining to item(s) to be approved will be clearly identified or tabbed, particularly where documents are voluminous, in order to properly evaluate the materials or articles to be incorporated in the work. Each attachment will be numbered to correspond with the item number shown on the face of this form.

4. Request submitted shall be numbered consecutively, by contract, in the space entitled "Submission No.". This number, in addition to the Contract No., will be used to identify each Material Approval Submittal. Resubmissions will be indicated in the appropriate block and the insertion of previous submission number and data in addition to a new submission number. A single submission should be used for all work of a section of the specifications, but in NO instance should the submission include work for more than one (1) contract. Submittals requiring priority handling will be submitted by separate submittal using the form and so marked across the face of the form.

5. This material Approval Submittal is not valid unless it is signed by the contracting officer. This approval is required as called for by the contracting officer under the terms of this contract.