



SUBMITTAL TRANSMITTAL FORM

Instructions: Completely fill in the gray areas in the Submittal Information section.

Submittal Information

Construction Project ID:	Project Title:	
Subcontract/P.O. Number:	Originating Company:	
Date Transmitted:	Submitted By:	Transmittal No.:

Submitted for: (check one)

☐ For Approval	☐ For Information	☐ Certified Data	☐ Re-Submittal	☐ Other
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Item No.	Section Reference	Spec/Drawing/Data Sheet No.	Submittal Description

Complete the Document Review Status box below and then return original submittal and Submittal Transmittal Form to Construction DMC at Bldg. 9703-15, Room 107 **or** provide a PDF file with Electronic Signatures to the Construction DMC email account – Construction DMC.

To Be Completed by Designated Approver

DOCUMENT REVIEW STATUS		
1	☐ Work may proceed.	
2	☐ Revise and resubmit. Work may proceed subject to incorporation of changes indicated.	
3	☐ Revise and resubmit. Work may not proceed.	
4	☐ Review not required. Work may proceed.	
Permission to proceed does not constitute acceptance or approval of design details, calculations, analysis, test methods or materials developed or selected by the supplier and does not relieve supplier from full compliance from contractual obligations.		
REVIEWED BY:	Print Name:	Date:
	Signature:	

DC / RO Review Not Required For DUSA/Vendor Data

☐	NOT REQUIRED - DUSA – Area, activity, or collection of information has essentially no potential for being, using, or generating Classified Information.
☐	NOT REQUIRED - Vendor Data for commercial off the shelf items procured from commercial vendors is always unclassified.

DC/RO Review

Comments: (Attach separate sheet if necessary)

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