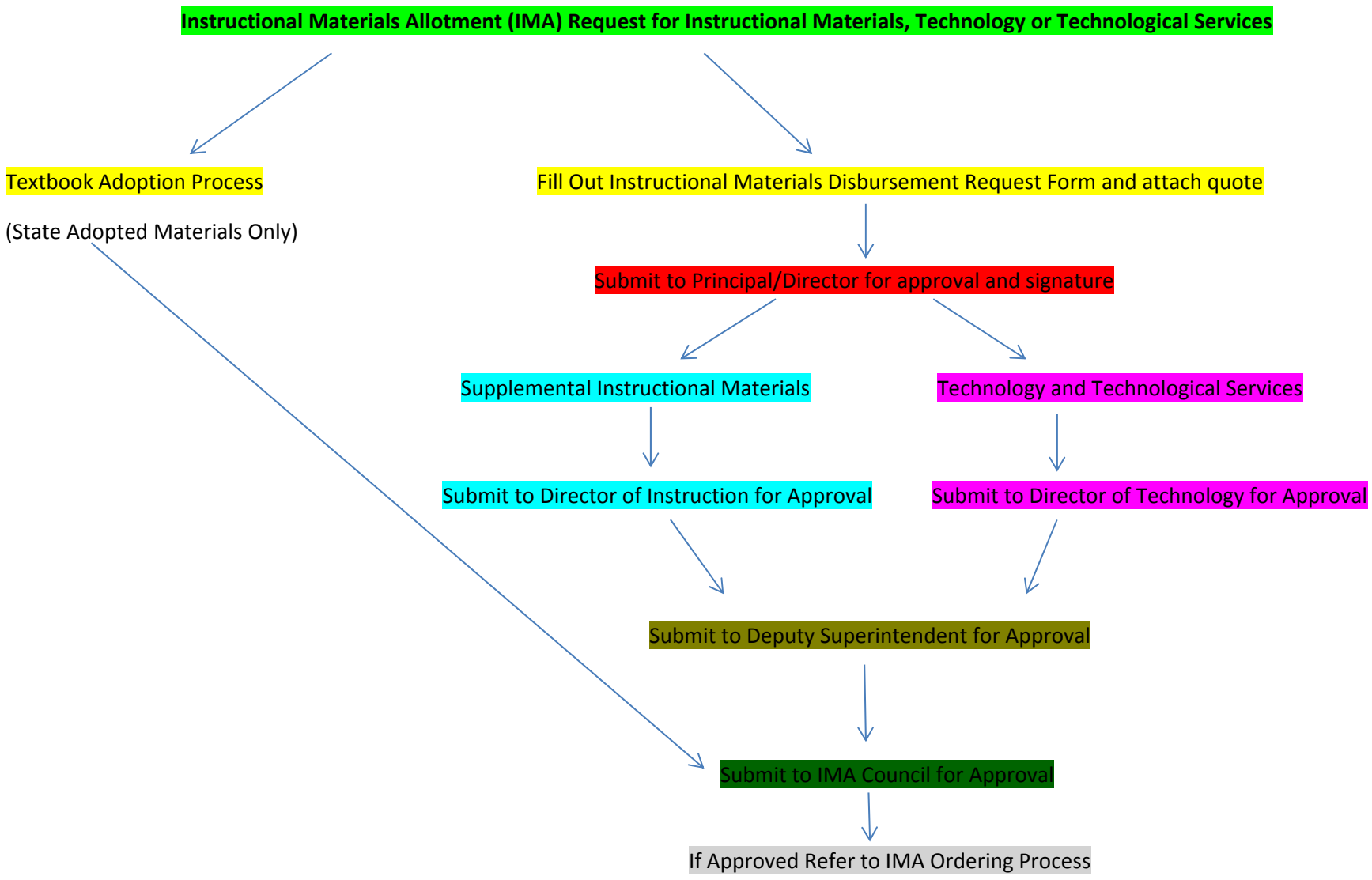INSTRUCTIONAL MATERIALS ALLOTMENT (IMA) REQUEST PROCEDURE