



U.S. Department
of Transportation
**Federal Aviation
Administration**

Memorandum

Subject: **ACTION:** Funding Authorization Letter

Date:

From:

Reply to Name
Attn. of: Phone
FAX Number

To: Alan Behr, BITS COTR, ATO Acquisitions, AJA-483

(FAA/organization/routing symbol) authorizes the Office of IT Acquisitions, ASU-530, to expend funding in the amount of (\$) for Technical Support Services, under (contract # and contractor name) to conduct (brief description of the task).

The funding citation that you should use on your Procurement Request is

(insert appropriation code)

The total amount listed above is the maximum amount that you are authorized to spend for the following:

Labor Categories and Rates

(Indicate whether Prime and/or Subcontractor, include subcontractor burden rate, if applicable.)

Other Direct Costs (ODCs):

Hardware/software
Materials
Travel
Other

Other:

1% administrative processing fee

A copy of the obligating document(s) shall be forwarded to (name and organization).

Questions regarding this matter should be directed to (name of the requisitioner and telephone number) or Alan Behr, BITSII COTR, at (202) 267-3213.

Print Name
Program Manager/IPT Lead

Print Name
Budget Certification Officer