

Reclamation Manual

Directives and Standards

TRANSFER TO INTERNAL USE SOFTWARE

REMARKS: In order to improve the process for transferring completed software in development to internal use software in a timely manner, and to ensure coordination and documentation of the date for such transfers, please complete your portion and route to the next office.

I. Description.

PROJECT NUMBER _____ PROJECT NAME _____

PROGRAM/MODULE NUMBER _____

PROGRAM/MODULE DESCRIPTION _____

II. Status.

This program or module is substantially complete as of _____

Signature _____ Date _____

Title _____

III. Follow-up Notification of Transfer to Internal Use Software.

Please sign below to indicate that you have been notified of the transfer and will take the necessary actions related to completed internal use software.

ROUTING SLIP FOR FOLLOW-UP NOTIFICATION OF TRANSFER (as applicable):

TO	SIGNATURE	MAIL CODE	DATE
Local/Regional Property Office	_____	_____	_____
FAD Accounting and Property Reconciliation Team	_____	_____	_____
Working Capital Fund Manager and Advisor	_____	_____	_____
Regional Software Engineer	_____	_____	_____
Other	_____	_____	_____
Other	_____	_____	_____
Regional Financial Mgmt. Office (last)	_____	_____	_____