

<b>IDENTIFICATION NUMBER</b>		<b>REQUEST FOR INFORMATION</b>				
SOCIAL SECURITY, ACCOUNT, BOAC, GBL, GTR, PURCHASE ORDER, ETC.		<b>FOR OFM/NFC USE ONLY</b>				ACCT. STATION/ PERSONNEL OFFICE IDENTIFIER (4)
AGENCY CODE (2)	INQUIRY CODE (3)	REPLY CODE (2)	DATE RECEIVED (6)	DATE COMPLETED (6)	CLERK CD. (2)	
NAME (Employee, Vendor, Traveler, Cashier, Claimant, Casual)					SCHEDULE/PP NO.	
<input type="checkbox"/> IDENTIFICATION REQUESTED. PLEASE FURNISH COPY.						

**INSTRUCTIONS**

Check type inquiry and information requested. If information requested is not described below, check type inquiry and briefly describe information requested in the "Other" block. Always attach a copy of the source document pertaining to the inquiry for identification and follow-up.

▼ TYPE INQUIRY	INFORMATION REQUESTED				
<b>Salary/ Allowance</b>	W-2 FOR TAX YEAR	PAYROLL LISTING FOR YEAR(S)	CASUAL TIME	UNIFORM	OTHER (Explain Below)
<b>Check/Bond</b>	NON-RECEIPT (Check one)	BOND			
<b>Travel Voucher/Advance</b>	RECONCILE, AGENCY BALANCE IS:	PAYMENT STATUS OF		DATE OF ADVANCE OR PERIOD OF TRAVEL	
		TRAVEL VOUCHER/ADVANCE	NON-RECEIPT		
<b>FEDSTRIP Motor Pool</b>	STATUS				
<b>GBL/GTR/CBL</b>	STATUS				
<b>Imprest Fund</b>	STATUS OF FORM NUMBER	NON-RECEIPT OF PAYMENT	FURNISH (SUB)VOUCHERS FOR AUDIT PERIOD		
<b>Telephone/ Utilities</b>	MASTER FILE ERROR	NON-RECEIPT OF PAYMENT			
<b>Purchase Order (AD-838)</b>	STATUS				
<b>Over-the-Counter Purchase (AD-744)</b>	STATUS				
<b>Misc. Pay</b>	STATUS				
<b>Gasoline Credit Card</b>	REQUEST FOR MASTER FILE	NON-RECEIPT OF CREDIT CARD			
<b>Billings/ Collections</b>	STATUS	BILL NUMBER	APPLICANT/DEBTOR NUMBER	DOCUMENT NUMBER	
<b>CAS/Agency Reporting</b>	TYPE REPORT		REPORT DATE		

OTHER (If more space is required, add additional sheet(s).)

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NFC REPLY

<p><b>MAIL REPLY TO:</b></p> <p>AGENCY NAME AND ADDRESS</p>	<p>AUTHORIZED SIGNATURE</p> <p>TITLE</p> <p>PHONE (Area Code and Number)</p> <p>DATE</p>
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